CHAPTER 13

TURN-IN PROCEDURES

Section 13A—TURN-IN PROCEDURES.

13.1. Chapter Summary.

13.1.1. Application. The procedures discussed in this chapter supplement those described in part 1, chapter 7. They apply to all equipment and supplies authorized for return to Base Supply. Some organizational equipment does not need to be turned in through Base Supply but can be shipped or transferred directly to DRMO. (See chapter 15, section 15G for procedures and a list of materiel that can bypass Base Supply.)

13.1.2. Topics. Different procedures are used to turn in serviceable and unserviceable assets, and other items. Policies and procedures governing turn-ins are the subject of this chapter. In **Section 13A**, generally applicable concepts are described. **Section 13B** describes special procedures for Receiving. Turn-ins of consumable and expendable XB3 materiel and scrap, repair cycle assets, and equipment are the topics of **Section 13C**, **Section 13D**, and **Section 13E**.

13.2. Overview. This section discusses general turn-in procedures. Subsequent sections of the chapter cover special procedures for different types of items. The topics of this section are pickup and delivery, the purpose and use of maintenance action taken codes, preparation of turn-in requests, internal processing, output documentation, procedures for serviceable and unserviceable turn-ins, critical (condemned waived) assets, return credit policy, Deficiency Report processing, and special item handling.

13.3. Pickup, Delivery, and Turn-In Procedures.

13.3.1. Repair Cycle and Equipment Items. The Chief of Supply will decide whether Pickup and Delivery or Repair Cycle Support will pick up repair cycle and equipment items from on-base activities. The supported activity also has the option of delivering the items if the COS and the activity agree to this arrangement.

13.3.2. Bench Stock. Bench Stock Support will pick up bench stock items from on-base activities.

13.3.3. Serviceable XB3 Items. The Materiel Storage and Distribution Flight will pick up serviceable XB3 items from designated collection or pickup points. The items will be delivered to Receiving for turn-in processing according to **Section 13C**.

13.3.4. Alternate Turn-In Points, FOB Items, and IEX E or K Items.

13.3.4.1. Alternate Turn-In Points. At the option of the COS, alternate turn-in points within Base Supply can be designated if a Supply Inspector is assigned and a terminal is available. When supported by a host-tenant agreement the supporting DRMO may be designated as an alternate turn-in point.

13.3.4.2. FOB Items. Items FOB will be turned in according to the procedures in chapter 14, section 14E. Do not process serialized control assets (COMSEC and weapons) as FOB. Initiate Report of Survey procedures.

13.3.4.3. Retail Outlet Items. Retail outlet items (IEX E or K) will be delivered for turn-in processing as described in chapter 23.

13.3.5. Shipped Turn-Ins from Off-Base Organizations. When off-base organizations must ship turn-ins through Transportation channels, the off-base organization will ship the materiel to Base Supply using DD Form 1348-1A (typewritten or hand-written with ball-point pen). Use SHP format and the document number that will be used for turn-in processing. Write DO NOT POST on the DD Form 1348-1A in block B below the SHIP TO account number. Keep a copy of the DD Form 1348-1A until the turn-in transaction appears on the document control register.

13.4. General Principles Regarding Serviceable and Unserviceable Turn-Ins.

13.4.1. Serviceable Turn-Ins. Serviceable turn-ins, except vehicles, are edited for automatic release of due-outs unless the input contains a TEX code that limits or changes processing. See chapter 3 for use of these TEX codes and other sections of this chapter for processing of each specific type of item being turned in.

13.4.2. Unserviceable Turn-Ins. Unserviceable turn-in routines are set up to complete the processing necessary for automatic shipments, transfers, or reporting, when these actions are authorized and not restricted by the input TEX code, item record TEX code, or DRMO flag set in the base constants record. Turn-ins that do not result in automatic shipment, transfer, or reporting will generate management notices directing Stock Control personnel to take additional actions. Chapter 3 contains descriptions of the TEX codes and their application to turn-in processing. Consult appropriate sections of this chapter for information on the processing of each specific type of item being turned in for automatic shipment, transfer, and reporting. Unserviceable turn-ins are processed as follows:

13.4.2.1. Unserviceable turn-ins on-base. Unserviceable assets on hand are recorded on an unserviceable detail record. The record is identified by type detail record code D and activity, organization, and shop code of R920RW. The format of this detail record is listed in part 4, chapter 5, as a variation of the due-in from maintenance detail.

13.4.2.2. Unserviceable turn-ins from off-base organizations. If a base repair activity has been designated on the repair cycle record and no input TEX code prevents the action, unserviceable turn-ins from off-base organizations will automatically issue to maintenance. MSI processing does not apply to type account code K unserviceable turn-ins or to WRM/HPMSK or functional check items returning from maintenance. When an unserviceable repair cycle turn-in from an off-base organization (other than type organization code V) attempts to issue (TRIC MSI) to the host base repair activity that is a type organization code V, reject 430 will be produced. (See chapter 7 for processing instructions of 430 reject.)

13.4.2.3. Under SATS processing, receiving personnel will manually input TIN information on the AF Form 2005 in the HHT or workstation. This will produce a SATS ID label for an automatic shipment, transfer or reporting when these actions are authorized and not restricted by an input TEX code. DRMO or TMO may require a paper copy for shipment and/or transfers. To produce a paper copy, go to the SBSS to get the shipment or transfer document number. Then go to the delivery menu and review deliveries. Then do a paper form 1348-1A instead of a SATS ID label.

13.4.3. Removal and Disposition of Tags and Labels. Source of supply shipping tags and labels such as MICAP, NMCS, 999, etc., will be removed by personnel responsible for the preparation and processing of turn-ins. These tags and labels must be removed or obliterated prior to the item (container) being reissued or returned to serviceable or unserviceable stock.

13.5. Action Taken Codes.

13.5.1. Purpose. Action taken codes on turn-in requests are entered to indicate Maintenance and Supply actions. They can be overridden by factors such as TEX codes or high cost items described under the repair cycle record update procedures. If they are not overridden, they direct appropriate computer processing for disposition of assets and updating of repair cycle records. (For additional information on the use of action taken codes, see **Attachment 13A-3** and other sections of this chapter that describe turn-in procedures for different types of items.)

13.5.2. Maintenance Action Taken Codes D and 8. These codes will override other normal edits which restrict shipment action.

13.5.2.1. Action Taken Code D. This code is used to indicate that an item was 1) bench checked at a forward operating base, dispersed operating base, or en route base, 2) found to be unserviceable, and 3) transferred to a main operating base or home base for repair. If a turn-in input contains a supplementary address in positions 45-50, action taken code D will cause the item to be shipped to that address. Do not use code D for turn-in of items with ERRCD XB, and do not use it when shipping unserviceable items to Inventory managers, special repair activities, or other official depot level repair functions. (See this section for code D exceptions.)

13.5.2.2. Action taken code 8. Use code 8 to force automatic shipment of items to AFMC depots. Do not use it with ERRCD XB items; do not use it for shipment to sources of supply other than AFMC; and do not use it when the Inventory manager directs the return of an AWP asset for lack of parts.

13.5.3. Items with Other Maintenance Action Codes. Under the conditions listed below, items turned in with other maintenance action codes will be shipped to other Air Force bases and the code will be automatically changed to D.

13.5.3.1. Override record address. When the override record correlates with the shipment exception code, the item is shipped to the override record address.

13.5.3.2. Reparable destination address. When the reparable destination/ disposition code contains an address, the item is shipped to that address.

13.5.3.3. Missing address reject. When the turn-in does not direct a shipment to another Air Force base, an invalid action taken code reject will be generated.

13.6. Preparation of Turn-In Requests.

13.6.1. Process turn-in requests without delay. Process classified items as specified in **Attachment 13A-1**.

13.6.2. AF Form 2005. Prepare AF Form 2005, Issue/Turn-in Request, in three copies. Copy 1 is forwarded to Document Control to establish and maintain immediate and continuous control and accountability of the property. Copy 2 remains with the property as a suspense document. Copy 3 is used as the input source document when an input device is not readily available. The procedure for preparing the AF Form 2005 depends on the type of item being turned in, as outlined in other sections of this chapter. For repair cycle turn-in, use either an AF Form 2005 or a copy of the original issue/ due-out release document as the source document for the input transaction and the Document Control copy. The output turn-in management notice with the input image online 1 may also be used for the Document Control copy. Alternate turn-in points designated in accordance with this chapter may use

the output turn-in management notice with the input image online 1 for the Document Control copy. All turn-in signatures and stamps are still required on the Document Control copy.

NOTE: Turn-ins processed through SATS or the BASS system do not require preparation of an AF Form 2005. SATS will produce a SATS IS label and the BASS turn-in output document which will be used in lieu of the AF Form 2005.

CAUTION: Never use staples or metal fasteners to attach documentation to ESD.

13.6.3. Assignment of Responsibility to Sections for Turn-In Preparation. Sections must prepare the appropriate turn-in requests as shown in the following chart:

Table 13.1. Turn-In Preparation.

ACTIVITY CODE	TYPE	SECTION TURN-IN PREPARED BY
B	XB3	Bench Stock Support
C	DIFM	Contract Maintenance/Repair Cycle Support
D	SPRAM	Equipment Management
E	EAID	Equipment Management
J	DIFM	Repair Cycle Support
K	XB3	Retail Sales
M	MSK	War Readiness
P	NON-DIFM	Equipment EAID Management/IEE/BSS
R	DIFM	Repair Cycle Support
R	NON-DIFM	Receiving DIFM Inchecker
S	DIFM	Repair Cycle Support
U	MRSP	War Readiness
W	WRM	War Readiness
X	DIFM	Repair Cycle Support
Z	DIFM/ NON DIFM	Inspection

NOTE: An informal register may be maintained to control assignment of document numbers.

13.6.4. Serviceable Turn-Ins. When authorized, Supply may code serviceable turn-ins to force transfer property to DRMO. Organizational personnel may also code serviceable turn-ins when processing organization-owned materiel to DRMO. However, this coding is authorized only when the TIN input contains a post-post TEX code, disposal authority code, transfer document number, and TRM in positions 48-50. Positions 48-50 of serviceable turn-ins must not contain TRM for any transfers except post-post transfers. An error in the use of this entry will cause unauthorized transfer of an item to DRMO or will fail to allow credit.

13.6.5. Turn-In Documentation for Property Retained. Some missions may require that turn-ins be processed to force release specific due-outs although the property is not physically returned to Base Supply. In this case, the turn-in may be processed through any authorized input device. Local procedures must be established to ensure that copy 1 of the AF Form 2005 contains all the necessary entries to show that Supply personnel have received and inspected the property. This includes properly signing and dating the document as well as stamping it with DOCUMENT CONTROL.

13.6.6. EAID Items. Coordinate turn-in requests for equipment (EAID) items with Equipment Management before taking any action. (See **Section 13E** for equipment turn-in procedures.)

13.7. Effects of Turn-Ins.

13.7.1. Turn-ins are edited for completeness, validity, and compatibility of data. When processed, they will update, create, or delete internal records as follows:

13.7.1.1. Item Record Update. Each turn-in will update the item record DOLT and the releveling flag.

13.7.1.1.1. Input quantities for serviceable turn-ins will increase the serviceable balance field. If this field overflows, the excess quantity will transfer to an overflow adjunct (-9) record.

13.7.1.1.2. Input quantities for unserviceable turn-ins will increase the unserviceable detail record by the quantity of the input.

13.7.1.2. Repair Cycle Record Update. All Repair Cycle turn-ins will result in a repair cycle record update. This record will also be updated when 1) DIFM details are not affected and 2) the input contains activity code P or TEX code A, B, F, H, or +. Input of an action taken code will update the appropriate action taken code field. Input of the DIFM detail demand code will update the appropriate current quarter reparable generations field (recurring or nonrecurring) as follows:

13.7.1.2.1. Current quarter reparable generations (NRTS) are updated when an item is turned in from a DIFM detail and the input contains maintenance action taken code 1, 2, 3, 4, 5, 6, 7, 8, or D. When the DIFM detail is bypassed, the NRTS is not updated. For these TINs, the maintenance action taken code is updated.

13.7.1.2.2. Current quarter reparable generations (RTS) and current quarter net repair cycle days are updated when an item is turned in from a DIFM detail and the input contains maintenance action taken code A, F, G, K, L, or Z.

13.7.1.2.3. Current quarter reparable generations (condemned) are updated when an item is turned in from a DIFM detail and the input contains maintenance action taken code 9.

13.7.1.2.4. Exceptions to the paragraphs above are as follows:

13.7.1.2.4.1. When the repair cycle record is first established, the reparable destination / disposition code is set at RPT. The SNUD system will verify or change this code. The code will cause the item being turned in to be either reported for disposition, shipped to the address designated by the code, or transferred to DRMO (when the code is set at DSP). If turn-ins affect repair cycle records that have a blank reparable destination/disposition code, reject 183 will result.

13.7.1.2.4.2. When the input action taken code is 9, the item record ERRCD is XD2, the unit cost is $300 or greater, and position 7 is not H or G (totally condemned), the reparable destination/disposition code in the repair cycle record will cause either report, ship, or transfer to DRMO. The repair cycle record will be updated accordingly.

13.7.1.2.5. The 6th occurrence of the repair cycle data is updated when a TIN is processed with activity code C and maintenance action taken code D. This field is blanked quarterly after the D28 Report is processed.

13.7.1.3. Authorized/In-Use Detail Record. If the authorized quantity and the on-hand balance fields are not blank or zero, the on-hand balance and date of last transaction fields will be updated when turn-ins are processed. If the authorized quantity field is zero or blank and the on-hand balance field is reduced to zero, the detail record is deleted.

13.7.1.4. REM Vehicles Only Detail Record. When a turn-in is processed for a vehicle that requires serialized control, this record is deleted.

13.7.1.5. Supply Point Detail Record. When a turn-in is processed from a supply point, the on-hand balance and the date of last transaction fields will be updated. When the authorized quantity field is blank and the on-hand balance field is reduced to zero, the detail record is deleted.

13.7.1.6. RSP, MSK, MRSP, and SPRAM Detail Records. When a turn-in from an WRM, MSK, MRSP, or SPRAM detail is processed, the on-hand balance and date of last transaction fields will be updated. When the authorized quantity field is blank and the on-hand balance field is reduced to zero, the detail record is deleted. The use of TEX code Y automatically builds and processes an input to delete a prime detail record when the turn-in results in zero quantity on-hand.

13.7.1.7. DIFM Detail Record.

13.7.1.7.1. If the DIFM status flag is zero (firm or issued DIFM), the due-in field is reduced by the quantity turned in. The detail is then deleted if the due-in quantity is zero.

13.7.1.7.2. If the DIFM status flag is 1 (quantity due-out), the due-in field is reduced by the quantity turned in, and a credit DIFM detail record (DIFM status flag 2) is created for the same quantity. If the due-in quantity is reduced to zero, the memo DIFM detail record (DIFM status flag 1) is then deleted.

13.7.1.7.3. If a credit DIFM detail record (DIFM status flag 2) already exists at the time of turn-in, the credit quantity will be increased instead of an additional detail record being created.

13.7.1.8. Transaction History. Transaction history records are created for each of the records affected. TTPC are assigned as specified in chapter 3.

13.8. Output Documentation.

13.8.1. DD Form 1348-1A. The DD Form 1348-1A turn-in will contain the following information:

13.8.1.1. Line 1 is the same as the input image. When the input materiel management code (two-position Air Force MMC) is not the same as the code on the item record, the input stock number is changed before any records are updated.

13.8.1.2. Line 2 is a management notice that directs processing requirements (see **Attachment 13A-1** or **Attachment 13A-2**).

13.8.1.3. Line 3 is an exception phrase when applicable (see **Attachment 13A-1**).

13.8.1.4. Line 4 is the type cargo phrase and/or unserviceable detail document when applicable (see **Attachment 13A-1**).

13.8.1.5. Line 5 is the serviceable balance and date of last transaction that will be printed on notices to stock with no assigned warehouse location.

13.8.2. Notices. Usually the turn-in will be followed by any additional documentation required. When this can not be done, a management notice I012 (Stock Awaiting Disposition) is printed on the input terminal, and a notice is printed for Stock Control or Equipment Management as follows:

13.8.2.1. Line 1 is an input image.

13.8.2.2. Line 2 is a management notice that will direct additional external actions. (See chapter 7 for specifics.)

13.8.2.3. Line 3 is an exception phrase when applicable (see **Attachment 13A-1**).

13.8.3. 156ALL Inquiry. A 156ALL inquiry will be output following the I012 management notice when an unserviceable turn-in is processed with action taken code C. Line 1 of the inquiry will contain the NSN affected and the unserviceable detail number resulting from the turn-in.

13.8.4. Turn-ins Input through Stock Control, EMS, or Record Maintenance Terminal. When turn-ins are input through these channels, all documentation except rejects is output on the RPS/main system. Management notice I006 (Input Accepted) or rejects are printed back to the input function.

13.8.5. AWS Procedures. A turn-in will provide an additional copy of selected management notices to the AWS if the item is stocked or goes to an unserviceable detail.

13.9. Serialized Control Items. Do not process a FOB TIN on serialized control (COMSEC/Weapons) assets. For procedures on Serialized Control, see chapter 21.

13.10. WRM, HPMSK, and Functional Check Assets.

13.10.1. WRM. WRM assets issued to Maintenance are identified by a W in the type organization code field of the DIFM detail. Serviceable and unserviceable returns will be managed as follows:

13.10.1.1. Serviceable TINs against DIFM details that are linked to MRSP/IRSP due-outs will be released to the DOR sequence of release table (see chapter 12, attachment 12A-1) unless restricted by specified TEX codes. When there is a release other than the MRSP/IRSP, subsequent internal processing occurs as follows:

13.10.1.1.1. The original MRSP/IRSP DIFM detail is deleted.

13.10.1.1.2. The DIFM that was related to the released due-out is flagged with a W to indicate the MRSP/IRSP relationship.

13.10.1.1.3. The MRSP/IRSP due-out mark-for field is updated with the new related DIFM detail document number.

13.10.1.1.4. A B9M is produced.

13.10.1.2. Unserviceable returns will be processed inline through the appropriate terminal or RPS. Turn-in processing will result in a shipment, transfer to DRMO, or notice to stock awaiting disposition. If the turn-in results in a shortage in the RSP packages, replacement items will be requisitioned under program control. The only authorized TEX code for use on unserviceable returns is TEX code 6. Using any other TEX code will generate a 326 reject.

13.10.2. HPMSK Assets. HPMSK assets issued to Maintenance are identified by an H in the type organization code field of the DIFM Detail. Use the same turn-in procedure as the one used for WRM assets discussed above.

13.10.3. Multiple Quantity DIFM. For functional check items, when a DIFM detail is established that reflects a quantity of more than one, process serviceable turn-ins before the unserviceable returns. If you do not follow this order, you can cause requisitioning errors and disrupt AWP procedures.

13.11. Credit Codes.

13.11.1. Purpose. The credit code field of the TIN input is usually blank. Credit codes make it possible to override internal edits when a customer applies for credit returns. The edits will be overridden regardless of asset position, type item, or type customer, unless the property has been condemned by Maintenance or the Supply inspector. (See part 10, chapter 1 for policies and procedures for using credit codes in turn-in documents.)

13.11.2. Credit Code N. Credit code N is assigned when no credit is to be allowed, regardless of the stock position of the item.

13.11.3. Credit Code Y. Credit code Y is assigned when credit is allowed. The funds manager must approve the use of credit code Y on copy 1 of AF Form 2005 before processing. Its use is authorized only as described in volume 1, part 3, chapter 5 and chapter 6. Once code Y is assigned, the computer will grant credit automatically and assign a reimbursable FIA code to the transaction history record. Turn-ins processed with credit code Y will appear on the Free Issue and Credit Code Y Turn-ins portion of the Daily Base Supply Surveillance Report (D20/NGV821).

NOTE: Credit code Y cannot be used for non-SMAG items unless the items are for organization code S activities.

13.12. Turn-In Credit Policy.

13.12.1. Supply Management Activity Group (SMAG) Items. Internal turn-in routines advise A&F programs when credit is to be granted for turn-ins to the SMAG. Volume 1, part 3, chapter 6 and chapter 7, contain information when to apply external credit decisions.

13.12.2. Serviceable Material Support Division (BC 8) and General Support Division (BC 9) items.

13.12.2.1. BC 8 items—MSD credit policy is reflected in a table in **Attachment 13A-4**. The table provides by ERRC the conditions and the cost/price credited. Turn-in transactions that grant credit create a 1PU/GY transaction history. The extended cost on the GY transaction history is the figure credited to the customer's account. Also no credit is granted for turn-ins with DIFM status flag of 3. DIFM status flag 3 details are for free issue contract maintenance items.

13.12.2.2. BC 9 items—GSD credit policy is reflected in a table in **Attachment 13A-4**. The graduated credit policy provides a customer full credit (100%) for any amount up to the base requisitioning objective plus firm due-outs minus the sum of due-ins plus on-hand, and the potential for a graduated percent for the remainder over the above computation. Serviceable ERRCD XB, NF, and XF items not on DIFM details will be identified by supply action taken code U in position 62 of the turn-in transaction. At least every 5 years HQ USAF/ILSP will task AFLMA to study current credit policy. Current Air Force policy allows 100 percent credit on all serviceable IEX E and K turn-ins, but local policy can override this. Process all items meeting the IEX E and K criteria with credit code Y or N.

13.12.3. Non-SMAG Items. Type Organization Code S Turn-Ins. Credit will not be allowed for turn-in of non-SMAG items unless a type organization code S activity is turning the property in.

Credit for code S activity turn-ins will not be granted if credit code N appears on the turn-in (code N overrides internal edits and automatically denies credit, regardless of asset position). If credit code Y is reflected on the turn-in or if the turn-in is blank, A&F programs will allow credit as follows:

13.12.3.1. ERRCD XB or XF3 items. Credit is granted at 100 percent of standard price, regardless of asset position.

13.12.3.2. ERRCD XD items. No credit will be granted for XD items if the turn-in resulted in an update or delete of a DIFM detail record. Credit is granted at 100 percent of standard price if no update or deletion of a DIFM detail record was involved.

13.12.3.3. Non-Air Force type XD1, XD2 organization code S turn-ins. Credit of 65 percent will be granted for supply condition code F and budget codes B, O, S, T, U, W or X item turn-ins.

13.12.3.4. ERRCD NF or ND. If the input contains credit code Y, credit at 100 percent of standard price is allowed, regardless of asset position. If the credit code field is blank, 100 percent is granted for the turn-in quantity that does not exceed the requisitioning objective.

13.12.4. Credit for LSS. The LSS applies to stocks that are usually bought as a package and furnished with the end article so that spares are available for the life of the end article or system. The LSS concept prevents premature disposal of base retail-level spares packages. In this way, the system ensures that selected weapon and equipment systems are supported.

13.12.4.1. LSS parts included in initial packages. Expense spare parts (SMAG) included in the initial packages are issued from inventory with normal methods of reimbursement. This reimbursement is made regardless of how the items were acquired, whether from other DOD agencies or from Air Force appropriations other than the AF SMAG. Reimbursements are needed so that the budgets of the various units using the assets reflect actual operating expenses.

13.12.4.2. LSS spares delivered directly. LSS expense spares can be delivered directly to using organizations without being processed through the stock record account. The COS processes returns of these spares as a receipt without charge (GLA 470 Subsidiary Account 03). This is done by processing a RNDI with routing identifier code JBZ in positions 4-6 and a locally assigned document number that contains an FDxxxx SRAN.

13.12.4.3. Turn-in of unneeded LSS items. Customers will use normal turn-in procedures to turn in items no longer needed that were previously issued (sold) from stock. Standard credit policies will apply.

13.12.5. Turn-in of EAID Unserviceable Items. When customers turn in an unserviceable EAID item with use code D, no credit will be given.

13.13. Deficiency Reports.

13.13.1. Turn-In Processing. Process unserviceable, Deficiency Report, or latent defect turn-ins as follows:

13.13.1.1. Unserviceable items. For unserviceable turn-ins, indicate the unsatisfactory condition of materiel by entering supply condition code Q and action taken code C. **EXCEPTION:** Use action taken code C and supply condition E for FSC 3110 routing identifier code S9I items. U.S. Government activities returning material are cautioned that the returning activity may be held responsible for costs incurred by the receiving activity when discrepancies are reported and validated IAW MILSTRIP, chapter 9, paragraph C9.1.5. This includes returns made in violation of

prescribed material returns procedures, returns exhibiting packaging discrepancies, and returns of repairable items unaccompanied by required technical data. Recoupment action by the ICP against the initiator may include all cost reimbursable actions performed by the receiving activity such as repackaging, marking, and disposal.

13.13.1.1.1. Supply condition code Q will be assigned to the unserviceable detail under program control (see TO 00-35D-54).

13.13.1.1.2. Action taken code C turn-ins will update the appropriate details (for example, DIFM, in-use).

13.13.1.1.3. Management notice I012 (Stock Awaiting Disposition) will be printed on the input terminal reflecting the unserviceable detail document number. A 156ALL inquiry will also be printed following the I012 management notice reflecting the NSN affected by the Deficiency Report action. Be sure to attach a copy of the I012 management notice to the property so it can be readily identified.

13.13.1.2. ERRCD XD, XF, XB, and equipment managed items. Repair Cycle Support will process Deficiency Report or latent defects turn-ins for items ERRCD XD, XF, and XB. Equipment Management will prepare turn-in documentation for Deficiency Report or latent defects on equipment managed items. They will then process the turn-in if the pre-post method is used. Receiving will process it if the post-post method is used.

13.13.1.2.1. If Deficiency Report or latent defect items are assigned budget code 8 or 9, the turn-in programs will automatically assign credit code Y. The fund manager's approval is not needed.

13.13.1.2.2. Credit is given at the standard price when the turn-in processes with a condition code 'Q' (Deficiency Report) except for ERRC XD2 which receives exchange price and XF3 with no DIFM detail (LAC).

13.13.1.2.3. Override the credit provision (Y) by using credit code N.

13.13.1.2.4. Store Deficiency Report exhibits in a central location in Base Supply unless the items are too large.

13.13.1.2.5. When a C-deck TIN is processed with supply condition code Q, maintenance action taken code C, budget code 8 and ERRC code XD2, no credit is given.

NOTE: See volume 1, part 3, chapter 5 and chapter 6 for more information on Deficiency Report or latent defect credit procedures.

13.13.2. DFM Input. After you have completed turn-in processing, process an FCS to load the warehouse location and a DFM to load the Deficiency Report control number.

13.13.3. Shipment, Transfer, or Issue. When you receive disposition instructions, process a SHP, TRM, or MSI input using the document number of the unserviceable detail created during turn-in processing. This number is online 4 of the turn-in management notice (see **Attachment 13A-1**). Use the following formats in preparing inputs to ship, transfer, or issue Deficiency Report or latent defects exhibits.

13.13.3.1. If the item is to be shipped to another activity, use the address in the disposition instructions. (See chapter 15, attachment 15C-1 for preparation of the SHP input.) Route the output shipping document (DD Form 1348-1A) to the terminal of the warehouse in which the item is

stored. If no warehouse is indicated, use the RPS/main system to send the DD Form 1348-1A to the Distribution Element of the responsible agency. (Chapter 15, attachment 15B-1 has information on document flow and consignee address validation for SHP, Deficiency Report, or latent defects transactions.)

13.13.3.2. If the item is to be transferred to DRMO, prepare and process a TRM input (see chapter 15, attachment 15F-2).

13.13.3.3. If the item is to be issued to Maintenance for local repair or modification, prepare and process an unserviceable issue request (MSI) to transfer the item to Maintenance.

13.13.4. General Check of Assets. RCSS or Equipment Management personnel (for equipment assets) will query the SBSS database to determine if there are any additional assets requiring Deficiency Report action. If additional assets are found, make arrangements with the activity responsible to test them for similar deficiencies. If other assets have the same deficiency, use the following procedures:

13.13.4.1. If an organization is using the asset, the Deficiency Report validating activity will determine whether the item should be used or turned in. If turn-in is required, process the asset (according to this section above).

13.13.4.2. If the asset is in base stock, coordinate with the validating activity in determining whether the assets should be removed from stock or remain on the serviceable balance. If the assets are to be removed, process according to chapter 14, section 14B.

13.13.4.3. Use instructions in TO 00-35D-54 to monitor Deficiency Report pending actions. The Deficiency Report will be monitored using the MDR portion of the unserviceable DIFM Detail List (D23/NGV905). When the maximum hold date is exceeded and no disposition instructions have been received, you will also follow instructions in TO 00-35D-54.

13.14. Procedures for Warranty/Guaranty Items Pending Litigation, Bench Mockup Procedure, and TCTO Kits.

13.14.1. Warranty/Guaranty Items. Use the procedures in **Section 13B** to process items under warranty/guaranty or Contract Maintenance that require serialized control. (**Attachment 13E-2** and **Attachment 13E-3** explain how to distribute the documentation.)

13.14.2. Items Pending Litigation. Any item pending litigation (materiel condition code L) that is to be turned in will be suspended as unserviceable in stock. Use Deficiency Report procedures for storage and credit policies. Use the input maintenance action taken code C for turn-in processing.

13.14.3. Bench Mockup and TCTO Kits. (See chapter 22, section 22F for bench mockup procedures and chapter 24 for TCTO kit procedures.)

13.15. Turn-In Processing During Inventory.

13.15.1. Codes C and I. Inventory freeze codes (C for cycle inventory and I for special inventory) will not affect the processing of unserviceable turn-ins. However, the codes will have the following effects on serviceable turn-in processing:

13.15.1.1. If the input is coded to force shipment (TEX code 7 or G), the computer will process the turn-in and shipment of the property will be accomplished.

13.15.1.2. If the entire quantity can be due-out released, the computer will process the turn-in and accomplish due-out release action.

13.15.1.3. If neither of these conditions exist, reject 469 (Item Record of Input S/N Frozen for Special Inventory) will be printed back to the input function. This makes the following action necessary.

13.15.1.3.1. Copy 1 of the reject. Hold copy 1 of the 469 reject in suspense and use this copy to reinput the turn-in after inventory is completed.

13.15.1.3.2. Copy 2 of the reject. Forward copy 2 of the 469 reject to the holding area, where it will be attached to the property. Copy 2 of the AF Form 2005 turn-in will be kept with the property until receipt of the output DD Form 1348-1A turn-in document.

Section 13B—TURN-IN PROCESSING: RECEIVING AND INSPECTION.

13.16. Overview. This section is a supplement to volume 1, part 1, chapter 4 and chapter 5, which contain inchecking, inspection, and processing procedures for Receiving. In this section, inchecking and inspection procedures to be carried out by Receiving and Inspection will be discussed for bases not equipped with SATS. This is followed by a discussion of holding area policies and procedures.

13.17. Receiving Inchecker.

13.17.1. The inchecker in Receiving makes sure that turn-in requests have been prepared correctly and have the correct number of copies attached. The following paragraphs indicate some of the duties of the inchecker.

13.17.1.1. Classified Item Source Documents. The inchecker makes sure that all copies of classified item source documents are stamped with the words CLASSIFIED ITEM in red ink.

13.17.1.2. AF Form 2005. The inchecker makes sure each turn-in is accompanied by three copies of AF Form 2005, with these exceptions:

13.17.1.2.1. When AF Form 2005 is prepared by CE according to chapter 31 there will be four copies. The receiving inchecker will sign copy 4 to acknowledge receipt of the property. The inchecker will return the signed copy to the CE representative.

13.17.1.2.2. When AF Form 2005 is prepared by Receiving to process organizationally-owned materiel to DRMO, the inchecker will sign it to acknowledge receipt of the property and forward it to the organizational representative.

13.17.1.2.3. When DD Form 1348-1A is required for pre-post equipment turn-in, the inchecker will make sure the turn-in is accompanied by all copies of the output DD Form 1348-1A. (See **Section 13E** for equipment turn-in.)

13.17.1.3. Turn-in Document Numbers and Format. Receiving personnel will use the document numbers from the activity code R block of serial numbers to prepare turn-in requests. The document number is made up as follows:

Table 13.2. Turn-in Document Numbers and Format.

POS	ENTRY
30	Activity Code R

POS	ENTRY
31-33	Organization Code*
34-35	Shop Code*
36-39	Julian Date Prepared
40-43	Serial Number

NOTE: To be provided by the activity returning the property.

13.17.1.4. Discrepancies. Working with the responsible activity, the inchecker will correct all variances and other discrepancies before further processing.

13.17.1.5. Inchecker Signature. After inchecking is completed, the inchecker will enter his or her signature and the date in block A of the AF Form 2005, or in line 29 of the output DD Form 1348-1A (TIN) for pre-post equipment items.

13.18. Inspection.

13.18.1. Inspection Processing. Inspection personnel will identify the materiel and determine security classification or status. They will then correct the documentation as necessary and notify the EMS and Document Control of any changes. On any incomplete or questionable entries, they will coordinate with the turn-in originator. Prepost equipment turn-in discrepancies should be corrected as follows:

13.18.1.1. Condition error. When a condition error exists, process an FCC input to correct the condition.

13.18.1.2. Identity error. Notify the EMS of any identity error.

13.18.1.2.1. Wrong items picked up. If EMS personnel determine that the error occurred because the wrong items were picked up, Pickup and Delivery will return the items and pick up the correct items.

13.18.1.2.2. Identity changes. If EMS personnel believe an identity change is required, they will validate and take the appropriate action described in chapter 14.

13.18.1.2.3. Quantity variances. If EMS determines that a reverse-post is needed to correct quantity variances, process as follows:

13.18.1.2.3.1. Copy 1. Date and sign or stamp copy one of the output DD Form 1348-1A (TIN) and forward it with copy 3 to Document Control. Include a memo routing slip requesting reverse-post action.

13.18.1.2.3.2. Copy 2. Write REVERSE-POST ACTION INITIATED and the current date on copy 2 of the DD Form 1348-1A (TIN) and forward it to the holding area with the property. Document Control will process the reverse-post and keep copy 1 of the DD Form 1348-1A (TIN). Also, Document Control will write REVERSE-POST ACTION COMPLETED on copy 3 and return it to Inspection.

13.18.1.2.3.3. Copy 3. When Inspection personnel receive copy 3 of the DD Form 1348-1A (TIN), they will use it as an aid in re-inputting the corrected turn-in after reverse-post is completed. When the turn-in is completed, the Supply inspector will complete line 31 of the new output DD Form 1348-1A if pre-post procedures were used. (See **Section 13E** for output documentation flow of a pre-post equipment item turn-in.)

13.18.2. AF Form 2005 Processing. After completing any of the required procedures in this section, Inspection will process AF Form 2005 as follows:

NOTE: At the option of the COS, the inspector may process the turn-in.

13.18.2.1. Copy 1 of AF Form 2005. Stamp copy 1 DOCUMENT CONTROL. The Supply inspector will sign or stamp and enter the date in Block B.

13.18.2.2. DIFM turn-ins. When processing DIFM turn-ins, Inspection personnel will be sure that either the input stock number is the same as the DIFM detail stock number, or that the two items are interchangeables in the same ISG group. If neither of these conditions exists, reject notice 298 (Item Turned In Not Acceptable for Item Issued) will be printed back to the input function. Immediately correct and reinput rejects that occur as a result of turn-in processing. If delays cannot be avoided, coordinate with the holding area to prevent unnecessary followups. When a reject is corrected and reinput, the Supply inspector must be sure the item turned in is an acceptable substitute for the item issued and a valid reason exists for the turn-in (for example, ERRCD might have been changed on one of the items since issue request was processed).

13.18.2.2.1. If the item turned in is not an acceptable substitute for the item issued, return the property and documentation to Repair Cycle Support for corrective action.

13.18.2.2.2. If a valid reason does exist for the turn-in, work with Records Maintenance to see if a turn-in with relationship code I in position 54 can be processed.

NOTE: Place stringent controls on the use of relationship code I, since this code can result in loss of DIFM assets.

13.18.2.3. Copy 3 of AF Form 2005. Use copy 3 of the AF Form 2005 to input the turn-in through the Receiving terminal. Route the property and remaining documentation to the holding area. If the turn-in is for a post-post shipment or transfer to DRMO, attach copy 1 of the AF Form 2005 to the post-post documentation and forward to Document Control immediately after turn-in processing is completed.

13.18.3. Turn-Ins Under Warranty/Guaranty. (See volume 1, part 1, chapter 10, for processing of defective warranty or guaranty items.) For pre-post turn-ins, forward property and all copies of the DD Form 1348-1A to the holding area.

13.19. Holding Area.

13.19.1. On Hold. After inchecking and inspection procedures, property will be routed from Receiving to the holding area. Holding area personnel will retain the property and its documentation until receiving DD Form 1348-1A and/or other computer documentation, such as due-out release or shipping documents.

NOTE: If the turn-in was processed through the RPS/main image reader and the entire quantity was released against existing due-outs, no DD Form 1348-1A will be provided.

13.19.2. Additional Processing. Line 2 of the output DD Form 1348-1A and other documentation that results from the turn-in will contain instructions for additional processing. When line 2 of the DD Form 1348-1A contains the phrase STOCK AWAITING DISPOSITION, holding area personnel place the property in the reparable storage area until they receive disposition instructions.

13.19.3. Delayed Receipt of Output Documents. If holding area personnel do not receive output documents from the turn-in within 72 hours after receipt of property, contact Stock Control to determine whether to ship the materiel or stock and wait for instructions.

13.19.4. Distribution. Holding area personnel distribute documentation resulting from turn-ins (see **Attachment 13C-1**, **Attachment 13D-1**, **Attachment 13E-2**, and **Attachment 13E-3**).

Section 13C—TURN-IN OF CONSUMABLE/EXPENDABLE XB3 MATERIEL AND SCRAP.

13.20. Overview.

13.20.1. Section Summary. This section describes procedures for processing serviceable and unserviceable consumable/expendable (ERRCD XB3) materiel to Base Supply for turn-in and for transferring the materiel to the DRMO.

13.20.2. Applicable Activities and Materiel. The procedures described in this section are applicable to the following:

13.20.2.1. All base-level supply activities.

13.20.2.2. All on- and off-base level organizations responsible for and authorized to obtain and use government materiel.

13.20.2.3. All consumable/expendable materiel and supplies (ERRCD XB3) except warranted tools, whether serviceable or unserviceable.

13.20.3. Unapplicable Materiel. The procedures do not apply to the following:

13.20.3.1. Repair cycle assets (ERRCD XF/XD). (See **Section 13D** for repair cycle asset turn-ins.)

13.20.3.2. Equipment assets, whether EAID or non-EAID accountable (ERRCD NF/ND) (see **Section 13E** and chapter 22).

13.20.3.3. Real property assets (see chapter 22).

13.20.3.4. Nonappropriated fund property (see chapter 15).

13.20.3.5. Dangerous or hazardous materials (AFMAN 23-210).

13.20.3.6. IEE and BSS items (see chapter 23).

13.20.3.7. COPARS/COCESS procured items.

13.20.3.8. Waste, trash, or refuse.

13.20.3.9. DEMIL Coded Items (See chapter 15).

13.21. Conservation Principles and Guidelines.

13.21.1. DOD Principle. The Air Force supports the Department of Defense belief that all government materiel should be fully used and reused, when the materiel can be used effectively, economically, and safely. This particularly holds true for consumable and expendable XB3 assets, which are expensive and which contribute to mission accomplishment. Even though activities or work centers may no longer need XB3 assets for current needs, they should never throw away such materiel. They may need them in the future, or other activities may need them.

13.21.2. Guidelines. The guidelines for determining the usefulness of items are as follows:

13.21.2.1. Throwaway items. The only items that can be thrown away or otherwise disposed of are trash items. These are items that are useless because of their present condition or because of the value of the material they are made of. They cannot be used or sold through DRMO. Examples are used gaskets, seals, broken plastic items, etc.

13.21.2.2. Useful materiel. All XB3 items, serviceable or unserviceable, having potential use or resale value, will be collected, retained, and turned in to Base Supply. Base Supply will reissue and redistribute them, repair and reuse them, or transfer them to disposal as scrap. Organizational activities also have the option of transferring scrap materiel directly to DRMO (see chapter 15, section 15G and part 13, chapter 4).

NOTE: Guidelines and policies apply to both on-base and off-base organizations. (See paragraphs below for a full statement regarding off-base responsibilities.)

13.22. Responsibilities.

13.22.1. LGC. The LGC will develop and implement an effective base-wide program to recover XB3 materiel, reuse it or repair it, turn it in to Base Supply, or transfer it to disposal. The program will apply to off-base activities as well. All base squadron commanders must cooperate in and support the program.

13.22.1.1. General procedures. The LGC will develop and publish base-level guidance and procedures. Standardized procedures for all AF bases cannot be developed because of the differences in size, mission, location, and capability among them. For this reason, local supplements to this section and local regulations are mandatory.

NOTE: If the regulations and procedures are as simple as possible, the program will have greater support and participation. Avoid highly restrictive and complicated procedures.

13.22.1.2. Procedures for scrap materiel. The LGC will establish on-base and off-base procedures for picking up, documenting, and delivering scrap materiel to the appropriate DRMO. In determining which activity will be responsible for this action, the LGC will consider the location of the base and the DRMO, the amount of scrap involved, and the capabilities of appropriate activities such as Supply, Transportation, and participating activities.

13.22.1.3. Coordination with DRMO. The LGC will establish agreements with the servicing DRMO that ensure cooperation, support, and assistance. For example, most DRMOs can provide containers, barrels, etc., for scrap materiel, and some can train activities in collecting, segregating, and processing it. If necessary, scrap delivery schedules can be made with a DRMO coordination.

13.22.2. Chief of Supply. The COS will establish and implement an effective program to return serviceable XB3 materiel to the supply system. This includes the following:

13.22.2.1. Collection and pickup points. Coordinate with generating activities (on-base) to establish collection and pickup points for turn-in of XB3 materiel.

13.22.2.2. Pickup times. Establish pickup times with each pickup point, taking into account workloads and the amount of materiel generated. Establish and publish a single point of contact in Base Supply who can help arrange for special pickups and resolve problems involving pickup points and times.

13.22.2.3. Documentation. Prepare all documentation required in turning in serviceable materiel.

13.22.2.4. Publicity. Publicize the program to all supported organizations and help customers resolve problems when they request assistance.

13.22.3. Generating Activities (On-Base). On-base activities will establish and implement effective procedures for collecting, repairing, and disposing of XB3 items. (See AFI 21-101 and 21-114 for additional procedures pertaining to aircraft/equipment maintenance activities.) Duties include the following:

13.22.3.1. Collection and pickup points. Coordinate with the COS in establishing collection and pickup points for XB3 materiel. Establish as many as are needed for efficiency. Send a list of the points and their locations to Base Supply Pickup and Delivery.

13.22.3.2. Three segregated areas. Within each collection/pickup point, establish three segregated areas and mark them conspicuously as follows: serviceable-identified materiel, serviceable/reparable not identified, and unserviceable/scrap materiel. Organizational personnel will place XB3 materiel into the appropriate collection area.

13.22.3.2.1. Serviceable-identified materiel. Serviceable-identified means that the materiel is in serviceable condition and can be identified by a stock and/or part number. The turn-in activity will simply write the appropriate organization and shop code on the property for possible fund credit (see **Section 13A**). The turn-in activity will prepare and sign DD Form 1574. The DD Form 1574 is not required on an XB3 item if the item is in its original sealed container, and the national stock number has not been removed or obliterated. Process all serviceable-identified materiel except when the following situations exist:

13.22.3.2.1.1. Not a full unit of issue. Serviceable items that do not total up to a full unit of issue should be kept by the organization. The items can be retained as work order residue or added to bench stock.

13.22.3.2.1.2. Not taken back for credit. Serviceable items procured through COPARS/COCESS, which the contractor will not take back for credit, will be retained in work order residue.

13.22.3.2.1.3. Repaired or returned to serviceable condition. If property is found that has been repaired or returned to serviceable condition, the organization may keep it for future use or place it into the serviceable-identified area for turn-in to Base Supply.

13.22.3.2.2. Serviceable/reparable not identified materiel. Property placed in this area is serviceable but cannot be identified by a stock or part number, or it can be unserviceable property the user determines can be repaired. For serviceable property, the turn-in activity will complete DD Form 1574 with as much information as is available. At a minimum, this will provide a point of contact and duty phone.

NOTE: Designate sections/elements, work centers, or an individual or individuals to be responsible for determining the disposition of items placed in the serviceable/reparable-not identified area. The individuals will also review policies for the disposition of these items periodically. This area will be conspicuously marked with the name and telephone number of the section/element, work center, or individual(s).

13.22.3.2.3. Unserviceable/scrap materiel. Property placed in this area is property the user determines to be unserviceable and not reparable. However, it might go to reclamation if it has resale potential as scrap metal. See chapter 15, section 15G and part 13 for procedures and documentation for processing scrap materiel to DRMO. Do not place trash and refuse in this area.

13.22.3.3. Containers. Obtain and provide containers (barrels, etc.) for collection of materiel at pickup points.

13.22.3.4. Information display. Ensure that the organization and shop codes of work centers and activities that use the collection points are conspicuously displayed where personnel can view the information.

13.22.3.5. Rescheduling, screening and inspection. The organizational section/element, work center, or individuals assigned to review and determine disposition of materiel will contact Base Supply for non-scheduled pickups, when necessary. Periodically screen property placed into the serviceable/reparable-not identified area, and take action as follows:

13.22.3.5.1. If serviceable items are found to be identifiable to a stock and/or part number, mark them and relocate them to the serviceable-identified area.

13.22.3.5.2. If unserviceable items are located that can potentially be repaired or reconditioned according to TO 00-20-3, route them to the applicable production control or work center for repair.

13.22.3.5.3. If either serviceable or unserviceable items are found that cannot be identified or repaired, downgrade to scrap and relocate them to the unserviceable/scrap area.

13.22.4. Generating Activities (Off-Base). Off-base activities will participate in this program to the maximum extent possible considering the constraints of location, transportation, and economy. Non-participation must be approved by the LGC.

NOTE: Civil Engineer activities must also comply with the procedures in chapter 31, section 31F.

13.23. Base Supply Procedures for Turn-Ins of Items from Collection Points.

13.23.1. Delivery to Receiving. The Materiel Storage and Distribution Flight will check each collection/pickup point on base, according to the schedule set by the COS. They will deliver materiel in the serviceable-identified area to Receiving for preparation of turn-in documentation.

13.23.2. Receiving Procedures. Receiving personnel will prepare turn-in documentation (according to **Attachment 13C-2**). (Process the turn-in according to **Attachment 13C-1**.) Use the organization and shop code identified on the container to make sure that fund credit is provided, when appropriate. Serviceable property will be tagged and condition coded.

13.23.2.1. Serviceable property less than a full unit of issue. If serviceable property delivered for issue contains less than a full unit of issue, process as follows:

13.23.2.1.1. If the property is bench stock, mark it with the bench stock and line number and forward it to Bench Stock Support. Bench Stock will deliver the property as a free issue. No other documentation is needed.

13.23.2.1.2. If the property is NOT bench stock, forward it to Inspection. Inspection will prepare an offline DO NOT POST turn-in document for batch lot processing to DRMO using the procedures in chapter 15, section 15H.

13.23.2.2. Suspect property. Forward property suspected to be unserviceable or misidentified to Inspection for processing. Use the procedures in chapter 14 before taking turn-in action. If the property is found to be unserviceable/scrap, process it to DRMO. (See chapter 15, section 15G, section 15H and part 13 for procedures for processing scrap materiel to DRMO.)

13.24. Serviceable Turn-In Edits.

13.24.1. Unless a TEX code changes processing, serviceable turn-ins are edited for automatic release of due-outs. The use of TEX codes can have the following effects:

13.24.1.1. TEX Code 2. Force release a specific due-out by entering TEX code 2 in position 51 and the applicable due-out number in positions 67-80 of the TIN input. This transaction is not authorized for type organization codes 7, 8, 9, A, B, G, I, or V.

13.24.1.2. TEX Code 4. Process a post-post release by entering TEX 4 in position 51 and the applicable due-out document number in positions 67-80. When TEX 4 is used, a DD Form 1348-1A due-out release will not be output. This transaction is not authorized for type organization codes 7, 8, 9, A, B, G, I, or V because the mark-for field of the turn-in is used for reporting data (see **Attachment 13C-2**).

13.24.1.3. TEX Code 8. When an item has been issued post-post, the TIN input must contain TEX code 8 in position 51 and the ISU input must immediately follow the TIN input.

13.24.1.4. Automatic Shipment. Automatic shipment may be accomplished under the following conditions:

13.24.1.4.1. Enter TEX code 7 in position 51 and the consignee's stock record account number/DODAAC in positions 45-50 on the TIN input. When this procedure is used, the shipment program will assign the shipping document number and a DD Form 1348-1A shipping document will be printed.

13.24.1.4.2. Enter TEX code 6 in position 51, the consignee's stock record account number DODAAC in positions 45-50, and the shipping document number in positions 67-80 on the TIN input. When this procedure is used, a DD Form 1348-1A shipping document will not be printed. This transaction is not authorized for type organization codes 7, 8, 9, A, B, G, I, or V (see **Attachment 13C-2**).

13.24.1.5. TEX Code 1. By entering TEX code 1 in position 51, you can suppress reporting and disposition action and force the item to stock.

13.25. Unserviceable Turn-In Edits. When the item record ERRCD is XB3, unserviceable turn-ins will be processed automatically for transfer to DRMO unless the input TEX code, item record SEX code or the critical item reporting code prevents the action.

Section 13D—REPAIR CYCLE ASSET TURN-INS.

13.26. Overview. This section describes general procedures for repair cycle asset turn-ins, and then describes policies and responsibilities of Repair Cycle Support.

13.27. Procedures Governing Repair Cycle Turn-In.

13.27.1. Processing Responsibilities. After repairs have been completed, Repair Cycle Support is the preferred location for the processing of DIFM turn-ins. However, the Chief of Supply has the option to designate this responsibility to Receiving. In addition, the COS can designate War Readiness as a turn-in location for serviceable MRSP/IRSP items if a Supply inspector is assigned and a terminal is available. (See **Attachment 13D-1** and **Attachment 13D-2** for document flow.)

13.27.2. RACC Concepts. Major commands using a RACC will ensure the objectives of the procedures described in this section are followed. The objectives are control of property and accountability.

13.27.3. Pick Up of DIFM Returns. Either Pickup and Delivery or Repair Cycle Support (COS option) will pick up DIFM returns and the AFTO Form 350, Reparable Item Processing Tag (and a computer-generated printout for time-change/life-limited items, when applicable). They will be picked up from on-base Maintenance Reparable Processing Centers and delivered to the Reparable Processing Center. The Supply representative picking up the property will sign and date copy 3 of the original issue request or due-out release document to acknowledge receipt of the property. The Maintenance Reparable Processing Center will keep this signed copy to verify that the property was returned to Base Supply.

NOTE: Non-DIFM assets turned in to clear DIFM detail records will be processed in the same way as actual DIFM assets.

13.28. Processing Procedures.

13.28.1. Review for Completeness. Review the documentation accompanying the property for completeness and compatibility. On any questionable or incomplete entries in the AFTO Form 350, coordinate with the applicable Maintenance Reparable Processing Center for clarification or correction.

13.28.1.1. Document number in block 16. Block 16 must contain the same document number as on copy 3 of the original issue request or due-out release document, DD Form 1348-1A.

13.28.1.2. Action taken code in block 20. Block 20 must contain an authorized action taken code compatible with the condition of the property.

13.28.1.3. AWP days delays field. Each time the DIFM detail status changes from AWP, DWP, FWP, or TWP, the AWP days delays are computed and added to the AWP days field of the DIFM detail.

13.28.1.4. Delayed maintenance days field. When the DIFM status changes from a delayed maintenance DIFM status code (see chapter 24, attachment 24A-2), the delays are computed and added to the delayed maintenance days field. Here are some examples of the net repair cycle days computation:

13.28.1.4.1. Example 1. With a DIFM detail record on file, the following computation takes place:

Date of turn-in (computer
generated requisition date
at time of turn in) 1045
Minus ISU/DOR date (from
DIFM detail record SBSS
generated requisition date
at time of ISU/DOR) -1030
15
Less accumulated AWP days

(from DIFM detail record)	-5
10	
Multiply by input quantity	
(if greater than one)	x2
Net repair cycle days	=20 (NOTE)

13.28.1.4.2. Example 2. Without a DIFM detail record on file and the input containing a bypass DIFM TEX code, the following computation takes place:

Date of turn-in (computer generated requisition date at time of turn-in)	1045
Minus Date of issue request (from positions 36-39 of input document number)	-1030
15	
Multiply by input quantity	
(if greater than one)	x2
Net repair cycle days	=30 (NOTE)

NOTE: Compute net repair cycle days for all turn-ins of repair cycle items. If the computed net repair cycle days are less than the turn-in quantity, the results will be modified to equal one day for each unit turned in. The turn-in (TTPC 1B) transaction history will always reflect the average repair cycle days per unit.

13.28.1.5. Repair cycle data for delays exceeding one duty day. When an item is physically turned in to supply and processing of the TIN is delayed for more than one duty day, enter a P in position 53 and the last three positions of the Julian date (actual turn-in date) in positions 4-6 of the TIN input. This will ensure that repair cycle data are updated based on the actual turn-in date rather than the current computer processing date. This procedure applies regardless of the reason for delay (that is, post-post, reject conditions, frozen item record, etc.).

13.28.2. Distribution of AF Form 2005. Prepare three copies of AF Form 2005 for each DIFM turn-in processed except if the base is equipped and using SATS. If Receiving is designated as the turn-in location, organizational personnel will attach all three copies to the property and deliver to Receiving. Keep the AFTO Form 350, and the computer-generated printout for time-change/life-limited items attached to the item inside the container when NRTS action has been taken.

NOTE: Repair Cycle Support may retain copy 3 of the original issue request for management purposes or destroy it.

13.28.3. Distribution of AFTO Form 350. Distribute parts I and II of AFTO Form 350 as follows:

13.28.3.1. Part I. Leave the AFTO Form 350 tag attached to the item if one was provided by the maintenance activity.

13.28.3.2. Part II. Part II of the AFTO Form 350 will be updated for forwarding to Supply.

NOTE: When shop personnel package serviceable or condemned items, they will remove the AFTO Form 350 from the item before packing. The form will be forwarded with the item to Repair Cycle Support.

13.29. Turn-Ins to Supply Points.

13.29.1. Policy. Supply points will accept turn-ins only when the property is serviceable and required to satisfy existing due-outs.

13.29.2. Supply Point Processing. Supply point personnel process input turn-ins as follows:

13.29.2.1. Terminal input. Input turn-ins to supply points through any available terminal. All output documentation will be printed back to the input function.

13.29.2.1.1. When a terminal is available, process an inquiry to determine if a firm due-out exists to an organization other than a supply point. If such a due-out exists, have the property delivered to Central Receiving for normal turn-in processing.

13.29.2.1.2. When a terminal is not available, the supply point representative will check with Stock Control to determine if the property is needed to satisfy other due-outs.

NOTE: Off-base supply points can process turn-ins without first determining whether host base activities have due-outs pending. This policy will decrease the transporting of property to and from off-base locations.

13.29.2.2. When the turn-in quantity is greater than the due-out quantity, you can split the quantity and process two turn-ins. Use the same document number reflected on the original issue request or due-out release document. Forward the remaining quantity to Central Receiving with all copies of the AF Form 2005 prepared for that portion of the split quantity.

13.29.3. Documentation Properly Processed. After checking to see that all documentation has been properly processed, forward it to Document Control.

13.29.4. Corrective Actions. Work with Repair Cycle Support and/or the activity returning the property in order to assign transaction exception codes or take other actions to correct reject conditions.

13.29.5. DD Form 1348-1A. Turn-ins not rejected will be processed on the initial input. An output DD Form 1348-1A due-out release document will then be printed.

13.30. Reserved For Future Use.

13.31. Use of Interchangeability Code I. Interchangeability code I is used by the Supply Inspector when it is determined that the item being turned in is acceptable for the item issued, but should not be linked as part of the issued item's ISG. Use of this code may also have an impact on the SMAG if the item being turned in has a different unit price. When this code is used, and the price is different from the price of the issued item, the SMAG Manager will be advised of this condition. Any method of notification agreed upon may be used. Extreme care must be taken when processing a turn-in of a DIFM item with interchangeability code I. If the input is processed in error and requires reverse-post action, the RVPTIN

program, NGV654, will establish the DIFM detail under the stock number turned in, NOT the stock number on the original DIFM detail.

Section 13E—EQUIPMENT TURN-IN.

13.32. Overview. This section applies to turn-ins of EAID items and to non-EAID items under the responsibility of the EME.

13.33. Processing Options.

13.33.1. Processing of turn-in documents is either post-post or pre-post. (See **Attachment 13E-1** through **Attachment 13E-4** and chapter 22, section 22B for preparation and distribution procedures for turn-in documents.)

13.33.2. Post-Post Processing. When equipment is manually processed to Supply and the documentation is processed after the property is received (post-post), follow the procedures in **Attachment 13E-2**.

13.33.3. Pre-Post Processing. When the turn-in documentation is processed before the property is turned in, use the procedures in **Attachment 13E-3**.

NOTE: Use the pre-post option whenever possible. It places the turn-in under Document Control procedures and provides for easier processing when reject 383 (Due-Out Exists - Review for FET Action) occurs.

13.34. EAID Equipment Turn-Ins.

13.34.1. Turn-In Requests. To turn in equipment (EAID) items, organizations will use one of the following:

13.34.1.1. AF Form 601 (see chapter 22, attachment 22B-1, or part 13).

13.34.1.2. AF Form 2005 or a letter (see **Attachment 13E-1**, **Attachment 13E-2**, and **Attachment 13E-3**).

13.34.1.3. AF Form 1445 (see chapter 22, section 22B for method of submission).

NOTE: AF Form 1445 is used only by CE organizations.

13.34.1.4. Telephone to call in the turn-in request. Electronic e-mail or fax may also be used when available.

NOTE: When the above procedures are used for classified items, stamp or write in red ink the words CLASSIFIED ITEMS on all copies of the AF Forms 2005 and 601, DD Form 1348-1A, etc.

13.34.2. Disposition of Property. EMS will decide whether to return the property to stock or transfer it to another custodian.

13.34.2.1. Transfer to stock. Usually property is not transferred to stock if another custodian needs it. When it is transferred to stock, processing procedures in either **Attachment 13E-2** or **Attachment 13E-3** apply, whichever is applicable.

13.34.2.2. Custodian transfer. To transfer property from one custodian to another, EMS will prepare and process an EAID/in-use custody receipt account transfer, TRIC-FET (see chapter 22,

section 22E for processing procedure). EMS will also delete due-out detail records affected by this processing.

13.34.3. Reject 383. If a serviceable EAID turn-in or an unserviceable but not condemned EAID turn-in is attempted, and activity code E due-outs are on file within the ISG group, reject 383 (Due-Out Exists - Review for FET Action) will occur except for unserviceable ND equipment turn-ins with maintenance action taken codes 1-7.

13.34.4. Off-Base DRMO Option. Off-base organizations wanting to dispose of condemned equipment may use a DRMO they are located with instead of the host base DRMO. Two conditions for use of the alternate DRMO are 1) the host account must approve, and 2) the off-base activity must have a qualified inspector to certify the condition of the equipment. When the alternate DRMO option is used, follow these procedures:

13.34.4.1. Processing. If it is approved, the EMS will process a turn-in and TRM. EMS must load a shipping destination record for the alternate DRMO and enter the DODAAD of the DRMO in positions 45-50 of the TRM.

13.34.4.2. Output transfer. EMS personnel forward the output transfer (A5J/A5K) to the off-base activity. The off-base activity will complete the transfer and return the DRMO receipt copy and copies 2 and 3 to the host base EMS. The host EMS will distribute copies (see chapter 15, attachment 15F-1A). The off-base activity will complete and return the documents to the host EMS.

13.34.4.3. Serialized Control Equipment - COMSEC/Weapons. Do not use TEX + (plus) to TIN these types of equipment. Report of Survey procedures apply in these cases.

13.35. Non-EAID Equipment Turn-Ins. Turn in non-EAID equipment items that do not affect in-use detail records on activity code P document numbers. These assets MUST BE processed through the Standard Base Supply System (SBSS) computer. Normally, Equipment Management would process the activity code P document number turn-ins. The Chief of Supply may elect to allow an section in the Materiel Distribution Flight to process the activity code P turn-ins. If the Chief of Supply elects to take this option, the using organization will prepare the AF Form 2005, Turn-in document. Additionally, the Chief of Supply will locally supplement the applicable attachments to this section to indicate the process flow through base supply.

NOTE: Only scrap, waste, locally manufactured items and items procured by non-appropriated funds are allowed to be directly transferred to DRMO. Computers may also be directly turned in to DRMO, bypassing Supply after appropriate coordination and approval from the base Base/Tenant Equipment Control Officer (ECO). These assets are normally managed by the Information Processing Management System (IPMS) and are exempt from normal EAID management. All others must be processed via the SBSS computer to create an electronic audit trail between base activities and DRMO.

13.36. Bench Sets, Mockups, and Personnel Parachutes Turn-Ins. For turn-ins on bench sets, mockups, and personnel parachutes that do not require disassembly before turn-in process according to **Section 13E**, this chapter. If disassembly is required, process according to chapter 22, section 22K.

13.37. Fixed Ground C-E Equipment Turn-Ins. Use procedures in this chapter to process fixed ground C-E equipment turn-ins resulting from action described in chapter 22, section 22J.

13.38. Equipment Overages. When equipment items are found in stock and are not reflected on records, process a turn-in with a plus (+) in position 51 to account for the item. Do not use TEX + (plus) to account for serialized control assets (COMSEC and weapons). A Report of Survey must be initiated when serialized control assets are discovered not on accountable records.

13.39. Individual Equipment Element (IEE) Turn-Ins. Process turn-ins of IEE managed items see chapter 23, section 23C.

13.40. Match Grade Weapons Turn-In for Shipment to Repair Facility.

13.40.1. The master shooter or his/her organization will present match grade weapons to the COS for turn-in and shipment to the COS at Lackland AFB TX. RAR WILL NOT be used. Normal serialized reporting will take place in all the events described below. The following sequence of events and procedures will take place:

13.40.1.1. Prior to presenting the match grade weapons to the COS, the master shooter requests authority to send the match grade weapons to Lackland AFB TX for repair from the Small Arms Item Manager. The request will be a message to the Small Arms Item Manager (WR-ALC/LKJMW) at Robins AFB GA identifying the type and quantity of weapons to be repaired. The USAF Gunsmith Shop (343TRS/TWM), Lackland AFB, must be an information addressee on the message.

13.40.1.2. Once the master shooter receives the message from the Small Arms Item Manager authorizing the shipment for repair, the authorization message and match grade weapons will be presented to the local COS personnel.

13.40.1.3. COS personnel will process an unserviceable turn-in and shipment to the COS at Lackland AFB TX.

13.40.1.4. Upon receipt at the Lackland AFB TX COS, an unserviceable receipt will be processed and an MSI (C-deck) will be processed to issue the match grade weapons to the USAF Gunsmith Shop (343TRS/TWM).

13.40.1.5. The USAF Gunsmith Shop will repair the match grade weapons and return them to the Lackland COS personnel.

13.40.1.6. The Lackland COS personnel will process a serviceable turn-in from the C-deck DIFM detail and a serviceable shipment back to the COS who sent the weapons to Lackland for repair.

13.40.1.7. Upon receipt of the match grade weapons at the COS location (location originally sent from unserviceable), a serviceable receipt will be processed and a forced issue to the master shooter who turned in the match grade weapons for repair.

13.41. Vehicle and Chassis Mounted Assemblies Turn-Ins.

13.41.1. Process turn-ins of REM vehicles (see chapter 22, section 22I).

13.41.2. Vehicles Returned to Base Supply. The REM manager will prepare three copies of AF Form 2005 for vehicle assets being returned to Base Supply. (It is not necessary for the vehicles themselves to go through Base Supply.) When the turn-in is processed, the program automatically ships, transfers, or holds the item as follows, depending on entries in position 75:

13.41.2.1. If position 75 contains vehicle status code B, G, T, or U, the vehicle will be shipped. When the input contains one of these status codes, it must also contain the consignee's stock record account number in positions 45-50. (Chapter 22, section 22I has information on vehicle status codes.)

13.41.2.2. If position 75 contains vehicle status code M (asset being transferred to DRMO) and TRM in positions 48-50, the vehicle will be transferred to DRMO.

13.41.2.3. If position 75 contains vehicle status code Q (correction to erroneous input data), the vehicle will be held in stock unless the input contains TEX code 7 in pos 51 and the consignee's SRAN is in pos 45-50.

13.41.2.4. If position 75 contains vehicle status code P, the input will be assigned a TEX code 1 and the turn-in will be processed to hold the item on supply records. Use shipment or inventory adjustment procedures to ship or adjust the item record, as required. (See chapter 22, section 22I for a definition of vehicle status code P.)

13.41.3. Chassis Mounted Assemblies or Sets. Turn-in of chassis mounted assemblies or sets will require two separate turn-in requests, each in three copies. One turn-in will be used to clear the in-use detail record for the major assembly or set. The second turn-in will be used to clear the authorized/in-use and REM vehicles only detail records for the vehicle chassis component.

13.42. FB/FE3101 Account Communications-Electronics Project Turn-Ins. See chapter 21, section 21V.

13.43. Safe and Filing Cabinet Turn-Ins. Turn-in documents covering safes and filing cabinets with combination locks will include a notation of the combination settings. When the services of a locksmith are available, the combination settings will be changed to 50-25-50 prior to turn-in action. When the services of a locksmith are not available, turn-in may be accomplished without changing the combination settings. If the combination settings are not changed, in addition to the appropriate notations on the turn-in document, the combination settings will be noted on the tag or label attached to the safe or cabinet.

ATTACHMENT 13A-1

TURN-IN OUTPUT NOTICE (DD FORM 1348-1A)

13A1.1. Purpose. To provide a format for the output DD Form 1348-1A shipping document when the turn-in (TIN) document is processed in the SBSS.

13A1.1.1. Output Notices. Generally, an output notice is produced for each turn-in (TIN) processed. There are two exceptions: 1) no output notice is produced when the entire quantity of serviceable turn-ins are input through the RPS/main system for due-out release; and 2) no output notice is produced when unserviceable turn-ins are input through the RPS/main system with TEX 6 or F in position 51 (post-post).

13A1.1.2. Rejects. If the turn-in is rejected, line 2 will contain the applicable reject number and phrase. Line 3 will contain the current date and serial number of the last transaction processed before the reject. Additional information, such as internal records, will be printed when required. (See chapter 7, attachment 7B-1 for reject notices.)

13A1.1.3. Pre-Post Equipment Procedures and Classified Items. When pre-post equipment procedures are used, copy 1 of this document instead of the AF Form 2005 will be filed in Document Control. All copies of documents for classified items will be stamped or written in red ink with the words CLASSIFIED ITEM.

13A1.2. Output Destination. RPS/main system, input terminal, or warehouse terminal.

13A1.3. Input. See Turn-in Requests for Expendable Supplies (**Attachment 13C-2**, **Attachment 13D-3** and **Attachment 13E-1**).

13A1.3.1. Output Format .

Table 13A1.1. Output Format.

PRINT LINE	POS	FIELD DESIGNATION	REMARKS/NOTES
1	1-80	Input Image	
2	1-9	Management Notice Identification Number	
	11-19	PROCESSED	Constant
	21-24	Date	
	26-30	Transaction Serial Number	
	33-59	Action Phrase	Notes 1, 3
	62-71	TIME:XXXX	Constant
	76-78	ERRC Designator	
	79-80	Blank	
3	1-36	Issue Exception Phrase	Note 2
	37-63	Blank	
	64-77	Dated Item and Shelf Life Code or Blank	Note 2

PRINT LINE	POS	FIELD DESIGNATION	REMARKS/NOTES
	78-80	Blank	
4/5	1-36	Type Cargo Phrase Functional Check	Note 4
	37-39	Blank	
	40-53	DIFM Unserviceable Detail Document Number	Note 4
	54-55	Blank	
	56-66	Deficiency Report Exhibit/Litigation	
	67-80	Blank	

NOTES:

1. Action Phrase. Print positions 33-59 of line 2 will contain one of the following action phrases: (See table 13A1.2.)
2. Dated Item and Shelf Life Code or Blank. Line 2 (positions 1-60) will contain PROCESSED, date and transaction serial number, BIN XXXXX IN LOCATION XXXXXXXXXX, and ERRCD when turn-ins interface with the due-out release routine, and the property is not immediately released.
3. Action Phrase. When the item record contains an issue exception code and the first position of the phrase contains an asterisk (*), the applicable exception phrase is printed. This line will also contain the phrase DATED ITEM followed by the shelf life code if the item record for the input stock number contains a shelf life code other than 0.
4. The applicable type cargo phrase will be printed when the first position of the item record type cargo code is other than Z. The unserviceable detail document number (R920RW) will also be printed on the same line for unserviceable turn-ins. When the program control flag field of the item record has the 4 bit turned ON, FUNCTIONAL CHECK MAY BE REQUIRED will be printed.

Table 13A1.2. Action Phrase.

MGT NOTICE NUMBER	ACTION PHRASE
I011	STOCK, WHSE LOC XXXXXXXXXX
I012	STOCK-AWAITING DISPOSITION
I013	HOLD FOR SHIPMENT
I014	SHIPPED POST-POST
I015	HOLD FOR TRANSFER TO DRMO
I102	BIN (QTY) IN LOC XXXXXXXXXX

ATTACHMENT 13A-2

TURN-IN (TIN) OUTPUT FORMAT - PRE-POST EQUIPMENT

13A2.1. Purpose. To provide the auditable document when pre-post equipment turn-in procedures are used.

13A2.2. Output Destination. Input terminal, warehouse terminal, or RPS/main system.

13A2.3. Input. See TIN input (**Attachment 13E-1**).

13A2.4. Output Format. This format is produced if 001-TYPE-FORM-FLG is equal to A or B or 001-TYPE-DEVICE is equal to 037 (DD Form 1348-1A, Supply Accounting Document).

Table 13A2.1. Output Format.

PRINT LINE	PRINT POSITION	TYPE ENTRY	TEXT/DESCRIPTION	REMARKS/ NOTES
2	8-59	Heading	PRE-POST EQUIPMENT TURN-IN (TIN) FOR DOCUMENT NUMBER	
	61-74	Data	Document Number	
5	1-8	Heading	STK NBR:	
	10-24	Data	Stock Number	
	30-38	Heading	MARK FOR:	
	40-53	Data	Mark For	
	62-65	Heading	QTY:	
	67-76	Data	Quantity Turned-In	
	78-79	Data	Unit of Issue	
6	1-5	Heading	NOUN:	
	7-25	Data	Item Nomenclature	
	30-48	Heading	SUPPLEMENTARY DATA:	
	50-55	Data	Supplementary Data	
	62-76	Heading	SUPPLY COND CD:	
	78-78	Data	Supply Condition Code	
7	1-6	Heading	ERRCD:	
	8-10	Data	ERRC from Item Record	
	13-21	Heading	TEX CODE:	
	23-23	Data	Transaction Exception Code	
	30-47	Heading	ACTION TAKEN CODE:	
	49-49	Data	Action Taken Code	
	62-77	Heading	ISSUE AUTH FLAG:	
	79-79	Data	Authority for Issue Flag	
8	1-7	Heading	SEX CD:	

PRINT LINE	PRINT POSITION	TYPE ENTRY	TEXT/DESCRIPTION	REMARKS/ NOTES
	9-9	Data	Shipment Exception Code	
	13-24	Heading	DSP AUTH CD:	
	25-25	Data	Disposal Authority Code	
	30-39	Heading	CREDIT CD:	
	41-41	Data	Credit Code	
	62-72	Heading	PROJECT CD:	
	74-76	Data	Project Code	
10	28-47	Heading	**TOTE BOX/HOLD BAY:	Note 1
	49-51	Data	Tote Box/Hold Bay Number	
	52-53	Heading	**	Note 1
12	1-11	Heading	MGT NOTICE:	
	13-16	Data	Management Notice Number	
	19-29	Heading	MGT ACTION:	
	31-57	Data	Management Notice Phrase	
14	1-27	Heading	THE CONTROLLED ITEM CODE IS	
	29-29	Data	Controlled Item Code	
	30-46	Heading	THE MATERIAL IS	
	48-79	Data	Controlled Item Code Phrase	
15	1-80	Constant	_____(Underscore Line)	
16	1-16	Constant	ADDITIONAL DATA:	
	19-29	Heading	IEX PHRASE:	Note 1
	31-65	Data	Issue Exception Phrase	Note 2
17	1-17	Heading	UNSER DETAIL NBR:	Note 1
	19-32	Data	Unserviceable Detail Document Number	
	38-69	Phrase	FUNCTIONAL CHECK MAY BE REQUIRED	Note 3
18	1-11	Phrase	MDR EXHIBIT or LITIGATION	Note 3
	13-25	Heading	SHIPMENT PRI:	Note 1
	27-28	Data	Shipment Priority	
	69-80	Phrase	*DATED ITEM*	Note 3
19	1-18	Heading	TYPE CARGO PHRASE:	
	20-37	Data	Type Cargo Phrase	
	38-38	Heading	/	Note 1
	39-56	Data	2nd Type Cargo Phrase if Dual Type Cargo Code	
21	1-28	Phrase	*TCTO MODIFICATION REQUIRED or *TCTO MAY BE REQUIRED *	Note 3
22	1-19	Heading	SERVICEABLE BALANCE	

PRINT LINE	PRINT POSITION	TYPE ENTRY	TEXT/DESCRIPTION	REMARKS/ NOTES
	22-26	Data	Item Rcd Serviceable Balance	
	31-54	Heading	DATE OF LAST TRANSAC- TION	
	57-60	Data	Date of Last Transaction	
24	1-13	Constant	INSPECTED BY:	
	41-53	Constant	INCHECKED BY:	
25	1-80	Constant	_____(Underscore Line)	
27	1-36	Data	Line 1 Bar Coded Trans- action Date and Serial Number -	
	48-79	Constant	*CUSTODIAN RECEIPT FOR PROPERTY	
28	1-36	Data	Line 2 Bar Coded Trans- action Date and Serial Number	
29	12-21	Data	Transaction Date/Serial Number	
	48-79	Constant	_____	
30	1-20	Heading	DATE/TIME PROCESSED:	
	22-26	Data	Date Processed	
	27-27	Heading	/	
	28-31	Data	Time Processed (HHMM)	
	56-73	Constant	(SIGNATURE & DATE)	
31	1-3	Heading	MGT:	
	5-6	Data	System Designator	
	11-33	Phrase	ORIGINAL/DUPLICATE COPY xx OF xx will be Printed if the Output Device is a Laser Printer	
	38-50	Heading	INPUT DEVICE:	
	52-54	Data	Function Nbr of Input Device	
	68-75	Heading	SEND TO:	
	77-79	Data	Function Nbr of Output Device	

NOTES:

1. This heading is printed only if the corresponding data is printed also.
2. This field is printed if the item record has an issue exception code and the corresponding exception phrase record contains an asterisk (*) in the first position of the phrase.
3. This phrase is printed when applicable.

ATTACHMENT 13A-3

ACTION TAKEN CODES

13A3.1. Purpose. To provide a list of one-digit alpha/numeric codes used on turn-in requests to indicate actions taken by maintenance and supply.

13A3.2. Maintenance Action Taken Codes - (AFR 300-4, ADE AC-780-X1).

Table 13A3.1. Maintenance Action Taken Codes.

CODE	DESCRIPTION
A	Bench checked and repaired
B	Bench checked--serviceable (no repair required)
C	Bench checked--repair deferred. (This code is used for turn-in of Deficiency Report exhibits, items suspended for litigation (supply condition code L) and latent defects.)
D	Bench checked--transferred to another base (for bench check, calibration, or repair)
F	Repaired. (This code will not be used to code on-equipment work if another code will apply.)
G	Repaired and/or replaced attaching units, seals gaskets, packing, tubing, etc.
J	Calibrated--no adjustment required
K	Calibrated--adjustment required
L	Adjusted
V	Cleaned
X	Tested, inspected, serviced
Z	Painted
1	Bench checked (NRTS)--repair not authorized
2	Bench checked (NRTS)--lack of equipment, tools, or facilities
3	Bench checked (NRTS)--lack of technical skills
4	Bench checked (NRTS)--lack of parts
5	Bench checked (NRTS)--shop backlog
6	Bench checked (NRTS)--lack of technical data
7	Bench checked (NRTS)--lack of resources. (The repair is authorized by the -6 maintenance TO but not accomplished due to the lack of authority to possess or obtain resources.)
8	Bench checked--return to depot facility by direction of system manager or item manager.
9	Condemned

CODE	DESCRIPTION
Blank	Action taken code used for turn-in of EOQ items will be blank with the following exceptions: a. Serviceable turn-in from detail records such as WRM will contain supply action taken code T. b. For return credit of serviceable XB3 and non-DIFM XF items, use supply action taken code U. Use of this code will also decrease the cumulative recurring demands by the quantity turned in. c. When the item turned in is a Deficiency Report exhibit, use supply condition code Q and action taken code C. For latent defect turn-ins, use supply condition code L and action taken code C. For Deficiency Report and latent defect credit policy, see the materiel deficiency procedures.

13A3.3. Supply Action Taken Codes - (AFMAN 23-110).

Table 13A3.2. Supply Action Taken Codes.

CODE	DESCRIPTION
R	Unserviceable turn-in of an item from other than a maintenance activity If the item has been NRTS or condemned by maintenance, use the appropriate maintenance action taken code (1-7 or 9).
S	Serviceable turn-in of an item originally requested as an initial issue.
T	Serviceable turn-in of WRM spares, supply point, MRSP, and MSK assets, and other situations where demand data would not be affected. See NOTE.
U	Serviceable turn-in of an item originally requested as a replacement issue. (Cumulative recurring demands data will be reduced by the quantity turned in.) Use of this code will grant return credit based upon the formula in **Section 13A**.

NOTE: FOR 3101, when action code "T" is used, the number of demands will be decreased by one and the cumulative-recurring-demands will be decreased by the input quantity.

ATTACHMENT 13A-4

CREDIT POLICY

13A4.1. Purpose. To provide a matrix by budget code, ERRC, and condition (serviceable or unserviceable) for which credit is granted.

Table 13A4.1. Credit Policy Table.

BUD-GET CODE	ERRC	CONDITION	DIFM DETAIL	CREDIT INDI-CATOR	CREDIT OVER-RIDE	CREDIT/NO CREDIT VALUE
8	XD	Serviceable (See Note 1)	Yes under 60 days	--	--	Exchange
8	XD	Serviceable	Yes over 60 days	--	--	Standard
8	XD	Unserviceable	Yes	A or D	Y or N	No Credit
8	XD	Serviceable /Unserviceable	Yes (DIFM status flag 3)	--	--	No Credit
8	XD	Unserviceable	Yes over 60 days	--	--	Mark Up Price
8	XD	Serviceable	No (FOB, SPRAM, or Bench Mock Up)	A or	Y	Carcass Cost
8	XD	Serviceable	No (FOB, SPRAM, or Bench Mock Up)	D or	N	No Credit
8	XD	Unserviceable	No (FOB, SPRAM, or Bench Mock Up	D	--	No Credit
8	XD	Unserviceable	No (FOB, SPRAM, or Bench Mock Up	A or	Y	Carcass Cost
8	XD	Unserviceable (Condition code Q)	Yes	--	--	Exchange
8	XD	Unserviceable (Condition code Q)	No	--	--	Exchange
8	XF	Serviceable (See Note 1)	Yes	--	--	Standard
8	XF	Unserviceable	Yes or No	A or	Y	No Credit
8	XF	Serviceable	No	A or	Y	Latest Acquisition Cost (LAC)
8	XF	Serviceable	No	D or	N	No Credit

BUD-GET CODE	ERRC	CONDITION	DIFM DETAIL	CREDIT INDI-CATOR	CREDIT OVER-RIDE	CREDIT/NO CREDIT VALUE
8	XF	Unserviceable (Condition code Q)	Yes	--	--	Standard
8	XF	Unserviceable (Condition code Q)	No	A or D	--	LAC
8	XB	Serviceable	No	A or	Y	LAC
8	XB	Serviceable	No	D or	N	No Credit
8	XB	Unserviceable	No	--	Y	LAC
8	XB	Unserviceable (Condition code Q)	No	--	--	Standard
8	XB	Unserviceable	No	A or D	--	No Credit
9	XF	Serviceable	Yes	--	--	Computation (See Note 3)
9	XF	Serviceable	Yes	--	Y	Standard
9	XF	Serviceable	No	--	Y	Standard
9	XF	Serviceable	No	--	N	No Credit
9	XF	Serviceable	No	--	--	Computation (See Note 3)
9	XF	Unserviceable	Yes or No	--	--	No Credit
9	XF	Unserviceable (Condition code Q)	Yes or No	--	--	Standard
9	XB	Serviceable	No	--	--	Computation (See Note 2)
9	XB	Serviceable	No	--	Y	Standard
9	XB	Serviceable	No	--	N	No Credit
9	XB	Unserviceable other than condition code Q	No	--	--	No Credit
9	XB	Unserviceable (Condition Code Q)	--	--	--	Standard
9	NF1 IEX E or K	Serviceable	--	--	--	Standard (See Note 4)
9	NF1 IEX E or K	Unserviceable	--	--	--	No Credit
9	NF1 IEX E or K	Serviceable	--	--	Y	Standard
9	NF1 EX E or K	Unserviceable	--	--	N	No Credit
9	NF(x) Non Retail Sales	Serviceable	--	--	--	No Credit

BUD-GET CODE	ERRC	CONDITION	DIFM DETAIL	CREDIT INDI-CATOR	CREDIT OVER-RIDE	CREDIT/NO CREDIT VALUE
9	NF(x) Non Retail Sales	Serviceable	--	--	Y	Standard
9	NF(x) Non Retail Sales	Unserviceable	--	--	N	No Credit

NOTES:

1. Serviceable turn-in of budget code 8, XD items originally issued as unserviceable using an Activity Code C are credited at exchange, while XF/XB returns with the same conditions are credited at LAC.
2. The following information applies:
   a. First the program will compute a value that equals the (requisitioning objective (RO) plus firm due-outs) minus (due-ins plus on-hand (DI plus OH)). This computed value is the maximum quantity that the customer will receive 100 percent credit.
   b. Next the program will compute the upper limit value which is (RO plus firm due-outs plus 730 times daily demand rate (DDR)) minus (DI plus OH). This value is the maximum quantity that can be given credit at this time which includes the quantity of items that can receive 100 percent credit. Any quantity being turned in that is greater than the uppper limit value will receive no credit.
   c. To determine the additional percent of credit the program must look at the cumulative recurring demands (CRD) and subtract the turn-in quantity to determine the new CRD. If the new CRD value is greater than or equal to 50, the quantity above the RO but below the upper limit value will receive 40 percent credit.
   d. If the new CRD value is between 1 and 50, 20 percent credit for items above the RO but below the upper limit value is granted. The quantity that will be credited at the graduated percent is determined as follows: Upper limit quantity (subpara b computation) minus the 100 percent credit quantity (subpara a computation) equals the quantity credited at the graduated percent.
   e. If the new CRD value is zero, no credit will be given for the turn-in since the RO will also become zero unless there are firm due-outs.
   f. The final step is to determine the dollar value of credit being granted. The dollar value at 100 percent credit is determined by multiplying the quantity at 100 percent credit by the unit price. The dollar value of the additional percent credit is determined as follows: graduated percent credit quantity times the unit price times the graduated percent. The total credit provided is the sum of the above computations.
3. The following information applies:
   a. Turn-in of budget code 9, XF items with a DIFM detail (minus those for DRMO withdrawals) are considered turn-ins with a sale, and will be credited 100 percent up to retention level (RO plus 730 times DDR minus (on hand, plus due-in, plus DIFM). Turn-in of XF items without a

sale (FOB or DRMO withdrawals) will be credited 100 percent up to the RO minus (on hand, plus due-in, plus DIFM assets) and 44 percent above the RO up to 730 times DDR minus (on hand, plus due-in, plus DIFM).

b. Only grant any credit if the item will have a demand level after the processing the turn in transaction. So for Due-In From Maintenance (DIFM) items, if the CRD is greater than or equal to 1, the credit is granted since the DIFM turn in will create a demand level.

c. For non-DIFM, since the turn in does not generate a demand, the item must already have a demand level to be credited.

FOB -- Turn ins do not count as a demand
DRMO -- Turn ins would normally count as a demand

d. In order to identify those turn-ins repaired as a result of a DRMO withdrawal, the DIFM should be coded to indicate the DIFM created was a result of an asset received from DRMO.

e. The final step is to determine the dollar value of credit being granted. The dollar value at 100% credit is determined by multiplying the quantity at 100% credit by the unit price. The dollar value of the additional percent credit is determined as follows: graduated percent credit quantity times the unit price times the graduated percent. The total credit provided is the sum of the above computations.

4. Serviceable turn-in of retail sales items (IEX E or K) receive automatic credit at standard price. Local policy can override this. When the decision has been made not to allow credit, process the TIN input with credit code N.

5. Turn-in of alpha budget code items do not update customer funds.

ATTACHMENT 13A-5

ALLOWABLE ACTION TAKEN CODE LOGIC

13A5.1. Purpose. To provide logic for allowable action taken codes (by ERRCD) for the given condition code.

Table 13A5.1. Allowable Action Taken Code Logic.

ERRCD	COND CODE	ALLOW PROCESSING FOR THE FOLLOWING ACTION TAKEN CODES	PRODUCE 250 REJECT FOR THE FOLLOWING ACTION TAKEN CODES (WITH THE GIVEN CONDITION CODES)
XB	A	BLANK, T (NOTE 1), U	A,B,C,D,E,F,G,J,K,L,R,S,V,X,Z,1-9
XB	F	BLANK	A,B,C,D,E,F,G,J,K,L,R,S,T,V,X,Z1-9
XB/XF/XD	H	9	BLANK, A,B,C,D,E,F,G,J,K,L,R,S,T,U,V,X,Z,1-8
XB/XF/XD	L.Q	C	BLANK,A,B,D,E,F,G,J,K,L,R,S,T,U,V,X,Z,1-9
XF/XD	A	A,B,D,F,G,J,K,L,R,S,T,U,V,X,Z,	BLANK,C,R,1-9
XF/XD	D	A,B,C,D,F,G,J,K,L,R,S,T,U,V,X,Z,1-9	BLANK
XF	E	C (NOTE 2), R	BLANK,A,B,D,E,F,G,J,K,L,S,T,U,V,X,Z,1-9
XD	E	C (NOTE 2)	BLANK,A,B,D,E,F,G,J,K,L,R,S,T,U,V,X,Z,1-9
XF/XD	F,G	D,R,1-9	BLANK,A,B,C,F,G,H,J,K,L,S,T,U,V,X,Z

NOTES:

1. (XB/XF/XD) IF ACTIVITY CODE = M, S, U OR W then use Action Taken Code “T”.
2. Allow processing for action taken code “C” if FSC = “3110” and RIC = “S9I”; otherwise a 250 reject is produced when the action code is invalid.
3. (XB) valid condition codes for turn-ins: “A, F, H, L, Q”; otherwise a 257 reject is produced when the condition code is invalid.
4. (XF/XD) Valid condition codes for turn-ins: “A, D, E, F, G, H, L, Q”; otherwise a 257 reject is produced when the condition code is invalid.
5. Valid action taken codes for turn-ins: ‘BLANK, A, B, C, D, F, G, J, K, L, R, S, T, U, V, X, Z, 1-9”; otherwise a 250 reject is produced when the condition code is invalid.
6. SBSS currently produces a 321 REJ (SUPPLEMENTAL ADDRESS INVALID) for action taken codes “D” and “8”. If a supplementary address is input in position 45-50 of the turn-in input then the program will process or produce the 250/257 reject.

ATTACHMENT 13B-1

RESERVED

13B1.1. Reserved for Future Use.

ATTACHMENT 13C-1

DOCUMENT FLOW FOR TURN-IN OF EXPENDABLE SUPPLIES

13C1.1. Materiel Storage and Distribution Flight. Deliver items to Receiving.

13C1.2. Receiving.

13C1.2.1. Prepare three copies of AF Form 2005.

13C1.2.2. Forward all copies and property to Inspection.

13C1.2.3. Prepare four copies of AF Form 2005 for organization-owned materiel requiring processing to DRMO.

13C1.2.4. Sign copy 4 to acknowledge receipt and forward it to the organization/representative.

13C1.3. Inspection.

13C1.3.1. Stamp copy 1 DOCUMENT CONTROL and forward to Document Control.

13C1.3.2. Forward copy 2 and property to the holding area.

13C1.3.3. Forward copy 3 to the Receiving terminal.

NOTE: At the option of the COS the inspector may process the turn-in.

13C1.4. Holding Area. Retain copy 2 with the property pending receipt of output DD Form 1348-1A.

13C1.5. Receiving Terminal. If input is through terminal, destroy copy 3 after verification of data, and forward all output documentation to the holding area.

13C1.6. Holding Area.

13C1.6.1. Select AF Form 2005 and property from the holding area.

13C1.6.2. Destroy copy 2 of the AF Form 2005 after verifying that the turn-in was processed correctly.

13C1.6.3. Distribute output DD Form 1348-1A as follows:

13C1.6.3.1. Use copy 1 to process the property.

13C1.6.3.2. Forward copy 2 to Stock Control for turn-ins of Deficiency Report exhibits and items in litigation.

13C1.6.3.3. Destroy remaining copies.

13C1.6.3.4. When DOR documents are received, use procedures in chapter 12.

13C1.6.3.5. When SHP documents are received, use procedures in chapter 15.

ATTACHMENT 13C-2

TURN-IN REQUEST FOR EXPENDABLE SUPPLIES (TIN) - INPUT/AF FORM 2005

13C2.1. Purpose. To provide format for processing turn in of expendable supplies to the SBSS.

13C2.2. Output. See Turn-In Output Notice (DD Form 1348-1A) (**Attachment 13A-1**).

13C2.3. Input Format and Entry Requirements. Normally, but not limited to, Screen TIN/#098.

Table 13C2.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	TIN
4-6	3	Tote Box/Hold Bay	Optional/Note 1
7	1	Disposal Authority or SEX Code	As Applicable/Note 2
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	Note 3
30-43	14	Document Number	Note 4
44	1	Supply Condition Code	A(Serv), F(Unser), H (Unserviceable, Condemned)/Note 8
45-50	6	Supplementary Data	As Applicable/Notes 5, 9, 12
51	1	Transaction Exception Code	Note 10
52	1	Credit Code	N, Y, or Blank/Note 11
53	1	Blank	
54	1	Interchangeability Code	Not Applicable
55-56	2	System Designator	
57-59	3	Project Code	Optional/Notes 6, 9
60-61	2	Shipment Priority	Optional/Note 7
62	1	Action Taken Code	Optional/Note 8
63-65	3	Last Three Positions of the Work Unit Code	
66	1	Demand Code	Not Applicable
67-80	14	Mark-for Data	Note 12
81	1	Controlled Item Code	Blank/Note 13
82-93	12	JOCAS Control Number	Note 14

NOTES:

1. Tote Box/Hold Bay (positions 4-6). Data entered in this field will be printed in the warehouse location field of the corresponding due-out release document.
2. Disposal Authority or Shipment Exception Code (position 7). This is a multiple purpose field which is used with other entries to direct or modify processing.

a. The applicable disposal authority code G, H, or blank will be entered when positions 48-50 contain TRM or position 62 contains action taken code 9. If this field is left blank, the appropriate disposal authority code will be assigned by the program. (See chapter 15 for disposal authority codes.)

b. When the item is not condemned, leave this field blank or enter the appropriate shipment exception code.

3. Quantity (positions 25-29). This field must be positive numerics, greater than all zeros. Turn-ins which do not affect detail records cannot contain a quantity greater than 999 unless TEX code 5 is used. Turn-ins which affect detail records cannot exceed the on-hand balance in the detail record.

4. Document Number (positions 30-43). Turn-ins which affect detail records, such as WRM, must contain the same document number as used on the original issue request or due-out release. Under normal circumstances, Supply functions, other than those specified in **Section 13A** will assign only the original document numbers for turn-in transactions.

5. Supplementary Data (positions 45-50). This is a multiple purpose field which will be completed or left blank, based on the following:

a. Enter the consignee's stock record account number when the item is being processed for post-post shipment or force shipment.

b. Enter a Civil Engineer work order number when property is being turned in from an activity assigned type organization code A or B (Civil Engineer).

c. Enter TRM in positions 48-50 when the property has been condemned by a Supply inspector. Positions 45-47 will be left blank.

d. Enter a vehicle maintenance work order number and change code for those turn-ins that process against a vehicle maintenance organization.

6. Project Code (positions 57-59). Use this code for turn-in against specific DOD or Air Force projects. Turn-in of items which were originally issued for calibration, RAR must contain the RAR project code that applies. PFMR codes will appear in the transaction history records for SMAG items instead of input project codes.

7. Shipment Priority (positions 60-61). This field provides the capability for assigning shipment priority codes higher than normally would be computed by the program. This code will be used on any shipment resulting from the turn-in.

8. Action Taken Code (position 62). Action taken code used for turn-in of EOQ items will be blank with the following exceptions:

a. Serviceable turn-in from detail records such as WRM will contain supply action taken code T.

b. For return credit of serviceable XB3 and non-DIFM XF items, use supply action taken code U. Use of this code will also decrease the cumulative recurring demands by the quantity turned in.

c. When the item turned in is a Deficiency Report exhibit, use supply condition code Q and action taken code C. For latent defect turn-ins, use supply condition code L and action taken code C. For Deficiency Report and latent defect credit policy, see the materiel deficiency procedures.

9. Supplementary Data (positions 45-50) and Project Code (positions 57-59). Turn-ins from AGMC maintenance organizations (type organization code D) accumulating cost data in support of the Maintenance Industrial Fund interface will contain data in these fields according to the pattern

outlined in chapter 21. These fields must be left blank if the AGMC organization is not accumulating the cost data.

10. Transaction Exception Code (position 51).
    a. TEX codes, B, D, 6, or F are not authorized for returns of expendable supplies from type organizations 7, 8, 9, G, I, or V. TEX codes 2 and 4 are only authorized for exception processing (MICAP releases and lateral support requirements) but are not intended to override normal release sequencing as outlined in Chapter 12, Atch 12A-1.
    b. Transaction exception code Y automatically builds and processes an input to delete a prime detail record when the turn-in results in zero quantity on hand (for details, see chapter 3, TEX Y).
11. Credit Code (position 52). Normally left blank. For unserviceable turn-ins and organizational materiel requiring processing to DRMO, use credit code N. (See **Section 13A**, Credit Code Policy and Procedures.)
12. Mark-For Data (positions 67-80). See Attachment 13C-3.
13. If data classification code is left blank, normal processing will take place. If the data classification code is entered in position 81 of the TIN and a shipment is expected to be output, a hand receipt will be output also. The authorized data classification codes (controlled item code) are: A, B, C, D, E, F, G, H, K, L, O, S, and T.
14. If the organization's control record JOCAS Flag is set to a Y (turned on), then a JOCAS control number must be entered.

ATTACHMENT 13C-3

EXPENDABLE SUPPLIES TURN-IN MARK-FOR/SUPPLEMENTARY ADDRESS FIELD

13C3.1. Purpose. To provide a list of activity codes and mark-for fields appropriate for turn-ins of expendable items.

Table 13C3.1. Expendable Supplies Turn-In Mark-For Field.

TYPE OF TURN-IN	ACTIVITY CODE	MARK-FOR FIELD/ SUPPLEMENTARY ADDRESS	IF MARK-FOR/ SUPPLEMENTARY ADDRESS DATA IS UNKNOWN
Maintenance Turn-in (type organization code 7, 8, 9, D, G, Q, or I)	B, X, J, or R	Positions 74-76: standard reporting designator Positions 77-78: work unit code Positions 79-80: command code or blank. (See NOTES)	Positions 74-76: ZZZ Positions 77-78: ZZ Postitions 79-80: Blank
Vehicle Maintenance Turn-In (type organization code V)	B, X, or R	Positions 74-76: standard reporting designator Positions 79-80: command code or blank	Positions 45-50: A9999M Positions 74-80: Blank
Civil Engineer Turn-in (type organization code A or B)	B, X, R, or P	Positions 45-50: Civil Engineer work order number Positions 67-71: facility number Positions 76-80: job order number (if applicable)	Positions 45-50: A99999 Positions 67-71: 12345 Positions 76-80: Blank
All types when the item is being processed for post-post shipment or force shipment. (TEX codes F, G, 6, or 7)	B, X, R, J, or P	Positions 45-50: Enter the consignee's stock record account number	Positions 45-50: Enter the consignee's stock record account number
All types when item has been condemned by a Supply Inspector	B, X, R, J, or P	Positions 45-47: blank Positions 48-50: TRM	Positions 45-47: blank Positions 48-50: TRM
All others	B, X, R, or P	Positions 67-80: This field may be blank or contain a document number when TEX code 2, 4, 6, B, D, or F is used. Leave blank for turn-in of organizational owned materiel requiring processing to DRMO.	Positions 74-78: ZZZZZ Positions 79-80: Blank

NOTE: Transient aircraft procedures are outlined in chapter 11, section 11B. (See chapter 11 to determine the correct SRD and command code when turn-ins affect transient aircraft.)

ATTACHMENT 13D-1

DOCUMENT FLOW FOR REPAIR CYCLE ASSET TURN-INS WHEN PROCESSED BY RECEIVING

13D1.1. Reparable Processing Center. Attach copy 3 of original DD Form 1348-1A, ISU request, or DOR and Part II of AFTO Form 350 to the property.

13D1.2. Pickup and Delivery Section or Repair Cycle Support.

13D1.2.1. Pick up property and documentation.

13D1.2.2. Sign copy 3 of the DD Form 1348-1A of the original ISU request or DOR as a receipt.

13D1.2.3. Deliver property and documentation to Repair Cycle Support.

13D1.3. Repair Cycle Support. Prepare and forward three copies of AF Form 2005 together with the property to Receiving.

13D1.4. Receiving. Process property and documentation through Receiving to Inspection.

13D1.5. Inspection.

13D1.5.1. Process property and documentation through Inspection and forward property and copy 2 of AF Form 2005 to the holding area.

13D1.5.2. Forward copy 3 to the Receiving terminal.

NOTE: At the option of the COS, the inspector may process the turn-in.

13D1.5.3. After ensuring that copy 1 of the AF Form 2005 contains all required entries, including the DOCUMENT CONTROL stamp, forward it immediately to Document Control. The DD Form 1348-1/1A output document with the input image may be used for this purpose.

13D1.6. Receiving Terminal Operator.

13D1.6.1. Input the turn-in using data from copy 3 of the AF Form 2005.

13D1.6.2. Destroy copy 3 after verification of the input data, and forward all output to the holding area.

13D1.7. Holding Area.

13D1.7.1. Select the AF Form 2005 and the property from the holding area.

13D1.7.2. After verifying that the turn-in processed correctly, destroy copy 2 of the AF Form 2005.

13D1.7.3. Distribute the output DD Form 1348-1A as follows:

13D1.7.3.1. Use copy 1 to process the property.

13D1.7.3.2. Destroy the remaining copies, if desired.

13D1.7.3.3. When DOR documents are received, use procedures described in chapter 12.

13D1.7.3.4. When SHP documents are received, use procedures in chapter 15.

ATTACHMENT 13D-2

DOCUMENT FLOW FOR REPAIR CYCLE ASSET TURN-INS WHEN PROCESSED BY REPAIR CYCLE SUPPORT

13D2.1. Reparable Processing Center. Attach copy 3 of original DD Form 1348-1A (ISU Request) or DOR and part II of AFTO Form 350 to the property.

13D2.2. Pickup and Delivery or Repair Cycle Support.

13D2.2.1. Pick up property and documentation.

13D2.2.2. Sign copy 3 of the DD Form 1348-1A of the original ISU request or DOR as a receipt.

13D2.2.3. Deliver property and documentation to Repair Cycle Support.

13D2.2.4. Prepare three copies of AF Form 2005.

13D2.2.5. Process property and documentation through inspector. After inspection, forward property to RCSS hold area for turn-in processing.

13D2.2.6. After ensuring AF Form 2005 contains all required entries, use copy 3 for turn-in processing by terminal.

13D2.2.7. Be sure that copy 1 is stamped DOCUMENT CONTROL and forward immediately to Document Control. The DD Form 1348-1A output document with the input image may be used for this purpose.

13D2.3. Repair Cycle Support.

13D2.3.1. Prepare three copies of AF Form 2005.

13D2.3.2. Process property and documentation through inspector. After inspection, forward property to RCSS hold area for turn-in processing.

13D2.3.3. After ensuring AF Form 2005 contains all required entries, use copy 3 for turn-in processing by terminal.

13D2.3.4. Be sure that copy 1 is stamped DOCUMENT CONTROL and forward immediately to Document Control. The DD Form 1348-1A output document with the input image may be used for this purpose.

13D2.4. Terminal Operator.

13D2.4.1. Input the turn-in using data from copy 3 of the AF Form 2005.

13D2.4.2. Destroy copy 3 after verification of the input data.

13D2.4.3. Forward all output to the RCSS holding area.

13D2.5. Holding Area.

13D2.5.1. Select the AF Form 2005 and the property from the holding area.

13D2.5.2. After verifying that the turn-in processed correctly, destroy copy 2 of the AF Form 2005.

13D2.5.3. Distribute the output DD Form 1348-1A as follows:

13D2.5.3.1. Use copy 1 to process the property.

13D2.5.3.2. Destroy the remaining copies or use as locally determined.

13D2.5.3.3. When DOR documents are received, use procedures in chapter 12.

13D2.5.3.4. When SHP documents are received, use procedures in chapter 15.

ATTACHMENT 13D-3

REPAIR CYCLE ASSET TURN-IN REQUEST (TIN) - INPUT/AF FORM 2005

13D3.1. Purpose. To provide format for processing turn-in of Repair Cycle items to the SBSS.

13D3.2. Input Restrictions. RPS/main system or terminal.

13D3.3. Output. See Turn-In Output Notice (DD Form 1348-1A) (**Attachment 13A-1**).

13D3.4. Input Format and Entry Requirements. Normally, but not limited to, Screen TINMAINT/ #096.

Table 13D3.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	TIN
4-6	3	Tote Box/Hold Bay	As Applicable/ Notes 1, 14
7	1	Disposal Authority or SEX Code	As Applicable/ Notes 2, 13, 14
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	Notes 3, 14
30-43	14	Document Number	Note 4
44	1	Supply Condition Code	Note 16
45-50	6	Supplementary Data	As Applicable/ Notes 5, 12, 14
51	1	Transaction Exception Code	Notes 6, 13, 14
52	1	Credit Code	N, Y, or Blank/ Note 15
53	1	Repair Cycle Flag	Note 13
54	1	Interchangeability Code	Note 7
55-56	2	System Designator	
57-59	3	Project Code	Optional/Notes 8, 12
60-61	2	Shipment Priority	Optional/Note 9
62	1	Action Taken Code	Notes 10, 14
63-65	3	Last Three Positions of the Work Unit Code	Notes 17
66	1	Demand Code	Note 11
67-80	14	Mark-for Data	See **Attachment 13D-4**
81	1	Controlled Item Code	Blank/Note 18
82-93	12	JOCAS Control Number	Note 19

NOTES:

1. Tote Box/Hold Bay (positions 4-6). Data entered in this field will be printed in the warehouse location field.

a. If the input is through the RPS/main system, and if line 2 contains action phrase BIN XXXXX IN LOCATION XXXXXXXXXX, or if the input is rejected after interface with the due-out release routine, the tote box/hold bay will appear in positions 57-59 of the output DD Form 1348-1A.

b. If it is not practical to assign tote box/hold bay before computer processing, establish local procedures for controlling these assets.

2. Disposal Authority or Shipment Exception Code (pos 7). This is a multiple purpose field used with other entries to direct or modify processing.

a. When position 62 contains action taken code 9 or positions 48-50 contain TRM, the applicable disposal authority code G or H will be entered. If this field is left blank, the appropriate disposal authority code will be assigned by the program.

b. If the item is not condemned, leave the field blank or enter a shipment exception code. When the item record contains shipment exception code 1, 2, or 3 and automatic shipment is desired, the same code must be entered.

3. Quantity (positions 25-29). This field must be positive numerics other than all zeros.

a. Turn-ins which do not affect detail records cannot contain a quantity greater than 9 for cost category I, 99 for cost category II, or 999 for cost category III, unless TEX code 5 is entered in position 51.

b. Turn-ins which do affect detail records may exceed the reasonable quantity edit, but cannot exceed the on-hand balance in the detail record.

4. Document Number (positions 30-43). Turn-ins which affect detail records, such as DIFM, WRM, contract maintenance, and supply point, must contain the same document number as used on the original issue request or due-out release. Supply functions, other than those specified in **Section 13A** normally will use the original document numbers and will not assign document numbers for turn-in transactions.

5. Supplementary Data (positions 45-50). This is a multiple purpose field which will be completed or left blank, based on the following:

a. When the item is being processed for post-post shipment or force shipment, the consignee's stock record account number must be entered.

b. When property is being turned-in from an activity assigned type organization code A or B (Civil Engineer), a CE work order number must be entered.

c. When the property has been condemned by a Supply inspector, positions 45-47 will be left blank and TRM will be entered in positions 48-50.

d. For turn-ins that process against a Vehicle Maintenance organization, a Vehicle Maintenance work order number and change code must be entered.

6. Transaction Exception Code (position 51). TEX code authorization is as follows:

a. TEX codes, B, D, 6, and F are not authorized for the following: when the turn-in is using activity code P, R, S, J, or X; when the type organization code is 7, 8, 9, G, I, or V. TEX codes 2 and 4 are only authorized for exception processing (MICAP releases and lateral support requirements) but are not intended to override normal release sequencing as outlined in Chapter 12, Atch 12A-1.

b. The use of TEX codes to bypass DIFM details is not authorized when the input demand code is C or I-M.

c. Transaction exception codes 4 and 6 (or blank) are the only TEX codes authorized for returns of WRM or HPMSK assets.

d. Transaction exception code Y automatically builds and processes an input to delete a prime detail record when the turn-in results in zero quantity on hand. (For details, see chapter 3, TEX Y.)

7. Interchangeability Code (position 54). Enter interchangeability code I when the Supply inspector has determined that the item being turned in is acceptable for the item issued, but should not be linked in the applicable ISG. This code causes the turn-in to process and clear DIFM detail records. (See chapter 27, section 27I for interchangeability codes.) Extreme care must be taken when processing a turn-in of a DIFM item with interchangeability code I. If the input is processed in error and requires reverse-post action, the RVPTIN program, NGV654, will establish the DIFM detail under the stock number turned in, NOT the stock number on the original DIFM detail.

8. Project Code (positions 57-59). This code may be used for turn-in against specific DOD or Air Force projects.

   a. For items which were originally issued for calibration, RAR, the turn-in must contain the applicable RAR project code.

   b. For SMAG items, project FMR codes will appear in the transaction history records instead of input project codes.

9. Shipment Priority (positions 60-61). This field makes it possible to assign shipment priority codes higher than would normally be used on any shipment resulting from the turn-in.

10. Action Taken Codes (position 62). (See **Attachment 13A-2** for descriptions of authorized action taken codes.)

    a. Maintenance action taken codes (AFR 300-4, ADE AC-780-XI) are used as follows:

       (1) Activity code C inputs must contain maintenance action codes for all repair cycle items.

       (2) Activity code D inputs must contain maintenance action taken codes. The repair cycle record will be updated as follows: 1) unserviceable TIN will reflect four days RCT; 2) serviceable TIN for ERRCD XD1 will reflect six days RCT; and 3) serviceable TIN for ERRCD XD2, XF(x) will reflect nine days RCT.

       (3) Activity code R, S, J, and X inputs will contain maintenance action codes when DIFM detail records are affected.

       (4) All other inputs for repair cycle items will contain maintenance action codes if repair cycle data are to be updated. AFMAN 23-110 codes will be used when repair cycle data are not affected (for example, items issued with demand code C).

       (5) Deficiency Report exhibits require maintenance action taken code C. For latent defects, use supply condition code L. (For Deficiency Report and latent defect credit policy, see the on materiel deficiency procedures.)

    b. Supply Action Taken Codes. Serviceable returns from supply points, MSK/MRSP details, and all categories of WRM will contain supply action taken code T.

11. Demand Code (position 66). Leave this field blank on all turn-ins with the following two exceptions:

a. Turn-in of a repair cycle item that is not controlled on WRM, MSK, MRSP, supply point, SPRAM, or DIFM details must reflect the demand code of the original issue request.

b. Turn-in for SPRAM activity code D will result in a 259 reject unless it contains demand code I (when reducing or deleting authorized detail) or demand code R (when requesting replacement item).

c. Leave blank when TEX codes A, B, D, F, H, or + are used. Demand code N is automatically assigned to inputs containing these TEX codes.

12. Supplementary Data (positions 45-50) and Project Code (positions 57-59). An AGMC maintenance organization (type organization code D) will sometimes request cost data to support the Maintenance Industrial Fund. Enter the cost data into these positions according to chapter 21. Leave these positions blank if the AGMC organization is not accumulating the cost data (see **Attachment 13C-2**).

13. Enter post-post input or hour code as follows:

    a. If the input is post-post (TEX 4 or D) or if position 53 contains a P, enter the last three positions of the Julian date (turn-in and/or DOR date) in positions 4-6. This date is the due-out release date and/or MICAP termination date.

    b. If the due-out UND is 1, /, or J (MICAP), enter the one-position hour code in position 7. (See chapter 17, attachment 17A-15 for the hour code table.)

14. If the item being turned in is an unserviceable RIW item (Pacer Warrant, Project code 390), then enter the following:

    a. Disposal Authority or SEX Code (position 7). Leave position 7 blank.

    b. Quantity (positions 25-29). The quantity cannot be greater than one.

    c. Supplementary Data (positions 45-50). Leave position 45 blank. Positions 46-50 must contain the item's serial number. (When the item serial number exceeds five positions, enter the last five digits excluding dashes and spaces. The serial number can be either alpha or numeric characters.)

    d. Transaction Exception Code (position 51). The TEX code must be 1, 6, +, A, F, or blank. The use of TEX code 1 is an exception. Use it only when directed to do so by the IM or the RIW monitor at AFMC.

    e. Action Taken Code (position 62). The maintenance action taken code must be 1-8.

15. Credit Code (position 52). See credit code procedures outlined in **Section 13A**.

16. Supply Condition Code (position 44). Supply condition codes A and D for serviceable items, and E, F, G, or H for unserviceable items. For unserviceable Deficiency Report, use supply condition code Q; and for latent defects, use supply condition code L. For unserviceable FSG 3110 routing identifier code S9I items, use supply condition code E. (Both codes D and H will result in an unserviceable detail being added to the computer file, but when supply condition code H is used, the maintenance action taken code must be 9.)

17. Supplementary Data (positions 63-65). When the TIN is for RAMPS (Report Code F-G-6-7) investment items (XD) action taken code 1-9 and type organization code G-V-I-7-8-9, positions 63-65 must contain the last three positions of the work unit code.

18. If data classification code is left blank, normal processing will take place. If the data classification code is entered in position 81 of the TIN and a shipment is expected to be output, a hand

receipt will be output also. The authorized data classification codes (controlled item code) are: A, B, C, D, E, F, G, H, K, L O, S, and T.

19. If the organization's control record JOCAS Flag is set to a Y (turned on), then a JOCAS control number must be entered.
20. When the 203-FILLER-2 (Disposition-Response-Code) contains an S or 3, and a TIN is processed with condition-code F the condition-code will be changed to H. If the 203-FILLER-2 (Disposition-Response-Code) contains a G, and a TIN is processed with condition-code F the condition-code will be changed to G. These edits will occur per program control, however in order to store a response code G in 203-FILLER-2, the following must occur:
    a. The Disposition-Response Code of the requested AWP End-Item DIFM detail will be updated with an E (confirmed evacuation) with an XE9 input.
    b. Cancel the related credit DIFM AWP due-out, and the Response Code E will be changed to G by program control.

ATTACHMENT 13D-4

REPAIR CYCLE ASSET TURN-IN MARK-FOR FIELD

13D4.1. Purpose. To provide format for processing turn-in of supplies to the SBSS.

Table 13D4.1. Repair Cycle Asset Turn-In Mark-For Field.

TYPE OF TURN IN	ACTIVITY CODE	DIFM DETAIL IN COMPUTER FILE	MARK-FOR FIELD
Maintenance Turn-In (type organization code 7, 8, 9, G, I)	S, X, J, or R	Yes	Positions 67-80: This field may be blank or document number when TEX code 2, 4, or 6 is used.
Maintenance Turn-In (type organization code 7, 8, 9, G, I)	S, X, J, or R	Yes/No	Positions 74-76: Standard reporting designator. Positions 77-78: Blank. Positions 79-80: Command code or blank. (NOTE 1,2)
Vehicle Maintenance Turn-In (type organization code V)	S, X, or R	Yes	Positions 67-80: This field may be blank or contain a document number when TEX code 2, 4, or 6 is used.
Vehicle Maintenance Turn-In (type organization code V)	S, X, or R	No	Positions 74-76: Standard reporting designator. Positions 79-80: Command code or blank.(NOTE 2)
Civil Engineer Turn-In (type organization code A or B)	X, R, or P	Yes/No	Positions 67-71: Facility number. Positions 76-80: Job order number (if applicable).
All Others	X, R, or P	Yes/No	Positions 67-80: This field may be blank or contain a document number when TEX code 2, 4, 6, B, D, or F is used.

NOTES:

1. Transient aircraft procedures are outlined in chapter 11, section 11A. When turn-ins affect transient aircraft, see chapter 11 to determine the correct SRD and command code. If there is no DIFM detail on file or an incomplete detail on file, the mark-for field of a turn-in for RAMPS must contain the SRD, work unit code, and command code as outlined above (see **Attachment 13D-3**).
2. The 203-SRD will be used as the input SRD. The input SRD will be used if a valid 203-SRD does not exist.

ATTACHMENT 13E-1

EQUIPMENT TURN-IN REQUEST (TIN) - INPUT/AF FORM 2005

13E1.1. Purpose. To provide a format for turn-in requests (AF Form 2005) for all equipment items that are applicable according to chapter 22. (Either the requester or EMS will initially prepare the AF Form 2005 with the information listed immediately below. Be sure to leave space for the receiving inchecker and inspector to enter additional information.)

NOTE: Write or stamp CLASSIFIED ITEM in red ink on all source documents for items that are classified.

13E1.2. Input Restrictions. RPS/main system or terminal.

13E1.3. Output. See Turn-In Output Notice (DD Form 1348-1A) (**Attachment 13A-1**).

13E1.4. Input Format and Entry Requirements. Normally Screen TIN/#098.

Table 13E1.1. Input Format and Entry Requirements.

BLOCK	TITLE
A	Custodian name and telephone number (see note 13); custodian signature is not required
C	EMS control number for activity code E requests
D	Prime NSN when the requested NSN (positions 8-22) is different (note 13)
E	Simple statement to replace or reduce/delete authorization as applicable (note 13). Also enter the condition of the item (note 13).
F	ERRC (note 13)
I	Date available for pickup (note 13)
J	Nomenclature (note 13)

Table 13E1.2. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	TIN
4-6	3	Tote Box/Hold Bay	Optional/Note 1
7	1	Disposal Authority or SEX Code	As Applicable/Note 2
8-22	15	Stock Number	Note 13
23-24	2	Unit of Issue	
25-29	5	Quantity	Notes 3, 13
30-43	14	Document Number	Note 4
44	1	Supply Condition Code	A or D (SERV) E, F, or G (UNSERV) or H (UNSERV CONDEMNED)/Note 14
45-50	6	Supplementary Data or Blank	As Applicable/Notes 5, 6
51	1	Transaction Exception Code	Note 18

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
52	1	Credit Code	N, Y, or Blank/Note 11
53	1	Blank	
54	1	Authority for Issue Flag/FCI Flag	Notes 7, 15
55-56	2	System Designator	
57-59	3	Project Code	Optional/Notes 6, 8
60-61	2	Shipment Priority	Optional/Note 9
62	1	Action Taken Code	Note 10
63-66	4	Blank	
67-80	14	Mark-For Data	Note 12
81		Controlled Item Code	Blank/Note 16
82-93	12	JOCAS Control Number	Note 17

NOTES:

1. Tote Box/Hold Bay (positions 4-6). Data entered in this field will be printed in the warehouse location field of the corresponding due-out release document. When property is not due-out released, these data will appear in print positions 57-59 of line 2 on the output management notice. If it is not practical to assign tote box/hold bay prior to computer processing, establish local procedures for controlling these assets. When processing TIN for COMSEC items, place the ship-to RID in this field.
2. Disposal Authority or Shipment Exception Code (position 7). This is a multiple purpose field used with other entries to direct or modify processing.
   a. When positions 48-50 contain TRM or position 62 contains maintenance action taken code 9, enter the applicable disposal authority code, G, H, or blank. If this field is left blank, the program will assign the appropriate disposal authority code. (See chapter 15 for disposal authority codes.)
   b. When the item is not condemned, leave this field blank or enter the appropriate shipment exception code.
3. Quantity (positions 25-29). This field must be positive numerics, other than all zeros.
   a. Turn-ins which do not affect detail records cannot contain a quantity greater than 9 for cost category I, greater than 99 for cost category II, or greater than 999 for cost category III, unless TEX code 5 is entered in position 51.
   b. Turn-ins which do affect detail records may exceed the reasonable quantity edit, but cannot exceed the on-hand balance in the detail record.
4. Document Number (positions 30-43).
   a. Turn-ins which affect detail records such as WRM, in-use, or contract maintenance must contain the same document number as used on the issue request original or due-out release. Supply functions other than those specified in **Section 13A** normally will use the original document number and not assign document numbers for turn-in transactions.
   b. For turn-in of organizational-owned non-EAID equipment requiring processing to DRMO, use activity code P. For turn-ins from retail outlets, use activity code K. The requester pro-

vides the org/shop code (positions 31-35). EME enters the current Julian date. The custodian provides the authorized/in-use detail document number (activity code E) or EME assigns next available serial number (activity code P) in positions 40-43.

5. Supplementary Data (positions 45-50). This is a multiple purpose field which will be completed or left blank, based on the following:
   a. When the item is being processed for post-post shipment or force shipment, or when a vehicle is turned in with vehicle status code B, G, P, S, T, or U, enter the consignee's stock record account number.
   b. When property is being turned in from an activity assigned type organization code A or B (Civil Engineer), enter a Civil Engineer work order number.
   c. When the property has been condemned by a Supply inspector, enter TRM in positions 48-50 and leave positions 45-47 blank.
   d. When a vehicle is turned in for transfer to DRMO, enter TRM in positions 48-50 and vehicle status code M in position 75 on the input TIN.
   e. For those turn-ins that process against a vehicle maintenance organization operating under the SBLC VIMS, enter a vehicle maintenance work order number and charge code.
6. Supplementary Data (positions 45-50) and Project Code (positions 57-59). Turn-ins from AGMC maintenance organizations (type organization code D) will sometimes request cost data to support the Maintenance Industrial Fund. Enter the cost data into these positions according to chapter 21. Leave these positions blank if the AGMC organization is not accumulating the cost data.
7. Authority for Issue Flag (position 54). When activity code P is used to turn in an equipment item, enter the authority for issue flag that was used on the original request for issue.
8. Project Code (positions 57-59). Use this field for turn-in against specific DOD or Air Force projects.
   a. For items originally issued for calibration, RAR, the turn-in must contain the applicable RAR project code.
   b. For SMAG items, project FMR codes will appear in the transaction history records instead of input project codes.
9. Shipment Priority (positions 60-61). This field provides the capability for assigning shipment priority codes higher than normally would be computed by the program. Use this code on any shipment resulting from the turn-in.
10. Action Taken Code (position 62). (See **Attachment 13A-3** for the specific use of each type action taken code.)
    a. Serviceable turn-ins require supply action taken code S, T, or U.
    b. Unserviceable turn-ins require maintenance/supply action taken code 1 through 7, 9, or R.
    c. Deficiency Report exhibits, required maintenance action taken code C. For latent defects, use supply condition code L.
11. Credit Code (position 52). For turn-in of organizationally owned non-EAID equipment requiring processing to DRMO, use credit code N. For other situations, see credit code procedures in **Attachment 13A-4**.
12. Mark-For Data (positions 67-80). This is a multiple purpose field which will be used to support other data elements and/or further modify processing.

a. When a TEX code is used to force a due-out release or process a post-post due-out release, shipment, or transfer to Defense Reutilization and Marketing Office, enter a valid document number.

b. For a turn-in from an activity assigned type organization code A or B (Civil Engineer), enter the facility number in positions 67-71 and the job order number in positions 76-80 when applicable.

c. For vehicle turn-ins, enter the vehicle registration number in positions 67-74 (suffixed with blanks when less than eight characters), an authorized vehicle status code (B, G, M, P, Q, S, T, or U) in position 75, and vehicle replacement code A-H, J-M, or P-U in position 76. When the vehicle status code is S or T, enter the gaining major command code in positions 79-80. Leave positions 79-80 blank for all other vehicle status codes. (See chapter 22, section 22I for vehicle management.) When vehicle status code M is used, positions 48-50 must contain TRM.

d. For 3101 account project turn-ins of serviceable equipment for shipment to a storage location, enter the ship-to SRAN in positions 45-50, TEX X in position 51, and the shipping document number in positions 67-80 of the input. This will create an automatic shipment for the item being turned in.

13. This information must be provided by requester. If the request is submitted by letter or call-in, EMS will enter data in required positions on AF Form 2005.

14. Supply Condition Code (position 44). EMS determines supply condition code from the condition statement in block E. For unserviceable Deficiency Report items, use supply condition code Q; and for latent defects, use supply condition code L.

15. When an I is entered in position 54 of the TIN, automatic FCI interface occurs to adjust the in-use authorized quantity. If the TIN quantity equals the total authorized quantity, the in-use detail will be deleted.

16. If data classification code is left blank, normal processing will take place. If the data classification code is entered in position 81 of the TIN and a shipment is expected to be output, a hand receipt will be output also. The authorized data classification codes (controlled item code) are: A, B, C, D, E, F, G, H, K, L, O, S, and T.

17. If the organization's control record JOCAS Flag is set to a Y (turned on), then a JOCAS control number must be entered.

18. Use TEX code + to bypass EAID details for FOB turn-ins. Do not use TEX + for COMSEC or Weapon assets. A Report of Survey must be accomplished for Serialized control assets that are 'found on base'.

ATTACHMENT 13E-2

DOCUMENT FLOW FOR TURN-IN OF EQUIPMENT ITEMS (POST-POST)

13E2.1. Custodian. Request turn-in of EAID equipment items by appropriate method.

13E2.2. Equipment Management.

13E2.2.1. FCI Reduction.

13E2.2.1.1. If FCI action is required to reduce the authorization, enter required data on appropriate creation sheet and process. Prepare AF Form 2005 in at least five copies. Annotate or stamp copy 2 as a Suspense Copy and forward it to Document Control for preparation of a DSD. Forward the remaining copies to Pickup and Delivery.

13E2.2.1.2. If FCI action is NOT required to reduce the authorization, prepare AF Form 2005 in at least five copies. Annotate or stamp copy 2 as a Suspense Copy and forward it to Document Control for preparation of a DSD. Forward the remaining copies to Pickup and Delivery.

NOTE: If the request was by AF Form 601, file copy 1 (see chapter 22, attachment 22B-3). Write or stamp CLASSIFIED ITEM in red ink on all copies of classified item source documents.

13E2.2.2. FCI Deletion. If FCI is required to delete authorization, the turn-in must be processed before FCI action to prevent a 109 reject.

13E2.3. Pickup and Delivery.

13E2.3.1. Pick up property from custodian.

13E2.3.2. Sign and leave copy 3 of the AF Form 2005 with the custodian.

13E2.3.3. Deliver the property and remaining copies to Receiving.

13E2.4. Receiving. Process property and documentation to Inspection.

13E2.5. Inspection.

13E2.5.1. Complete processing according to **Section 13B**.

13E2.5.2. Ensure that copy 1 of the AF Form 2005 contains all required entries including the DOCUMENT CONTROL stamp, and immediately forward this copy to Document Control.

13E2.5.3. Forward copy 3 to the Receiving terminal.

13E2.5.4. Forward copy 4 and property to the holding area.

NOTE: At the option of the COS, the inspector may process the turn-in.

13E2.6. Holding Area. Retain copy 4 and the property pending receipt of the output DD Form 1348-1/1A.

13E2.7. Receiving Terminal.

13E2.7.1. If input is through terminal, destroy copy 3 after verification of data and forward all output documentation to the holding area.

13E2.7.2. If reject 383 occurs, attach copy 1 of the reject to the property in the holding area. Retrieve the Document Control copy of AF Form 2005, plus the remaining copies of the reject and output inquiry, and forward them to Equipment Management for further action.

13E2.8. Holding Area.

13E2.8.1. Select the AF Form 2005 and the property from the holding area.

13E2.8.2. Destroy copy 4 of the AF Form 2005 after verifying that the turn-in processed correctly.

13E2.8.3. Distribute the output DD Form 1348-1A (Trans Copy) as follows:

13E2.8.3.1. Use copy 1 to process the property.

13E2.8.3.2. Forward copy 2 to Stock Control for turn-in of Deficiency Report exhibits and items in litigation.

13E2.8.3.3. Destroy remaining copies or use as determined locally.

13E2.8.3.4. When SHP documents are received, use procedures in chapter 15.

13E2.8.4. Distribute the output DD Form 1348-1A (SBSS Copy) as follows:

13E2.8.4.1. Use copy 1 to process the property.

13E2.8.4.2. Destroy remaining copies or use as determined locally.

ATTACHMENT 13E-3

DOCUMENT FLOW FOR TURN-IN OF EQUIPMENT ITEMS (PRE-POST)

13E3.1. Custodian. Request turn-in of EAID equipment items by appropriate method.

13E3.2. Equipment Management.

13E3.2.1. Prepare FCI (if required) using appropriate document.

13E3.2.2. Prepare AF Form 2005 for TIN in three copies (see **Attachment 13E-1**).

13E3.2.3. Perform quality control before input.

13E3.2.4. Annotate copy 2 of AF Form 2005, Suspense Copy. Forward copy 2 to Document Control when preparation of a DSD is required.

13E3.3. Equipment Management.

13E3.3.1. Forward copy 3 of TIN AF Form 2005 along with DD Form 1348-1A to Pickup and Delivery.

13E3.3.2. File copy 1 of AF Form 601/AF Form 2005 (see chapter 22, attachment 22B-3).

13E3.3.3. Write or stamp in red ink CLASSIFIED ITEM on all copies of classified item source documents.

13E3.4. Pickup and Delivery.

13E3.4.1. Pick up the property from the custodian.

13E3.4.2. Sign and leave copy 3 of AF Form 2005 with custodian.

13E3.4.3. Deliver property and all copies of the TIN DD Form 1348-1A to Receiving.

13E3.5. Receiving. Process property and documentation to Inspection.

13E3.6. Inspection.

13E3.6.1. Complete processing according to **Section 13B**.

13E3.6.2. Forward property and documentation to the holding area.

13E3.7. Holding Area.

13E3.7.1. Use copy 3 of the DD Form 1348-1A in processing the property.

13E3.7.2. Distribute the remaining copies as follows:

13E3.7.2.1. Forward copy 1 to Document Control.

13E3.7.2.2. Forward copy 2 of the DD Form 1348-1A to the activity maintaining warranty/guaranty and serialized control item data.

ATTACHMENT 13E-4

DOCUMENT FLOW FOR NON-EAID EQUIPMENT ITEMS (TIN)

13E4.1. Purpose. To provide the document flow for non-EAID equipment items.

CAUTION: All copies of classified item source documents must be stamped or written in red ink with the words CLASSIFIED ITEM.

NOTE: See flowcharts below for unserviceable TIN and serviceable TIN.

ACTION TAKEN IF TIN IS NOT SERVICEABLE AND CUSTOMER WILL DELIVER ASSETS:

13E4.1.1. CUSTOMER.

13E4.1.1.1. Call in item(s) to be turned in.

13E4.1.1.2. Provide the EMS with the following: national stock number, quantity, organization/ shop code, condition code (customer's option), name, and phone number.

13E4.1.2. Equipment Management.

13E4.1.2.1. Prepare AF Form 2005 for TIN in four copies (see **Attachment 13E-1**).

13E4.1.2.2. Instruct the customer to place condition tags on the property and to deliver it within 3 work days.

13E4.1.2.3. Forward copies 1, 2, and 4 of AF Form 2005 to Receiving.

13E4.1.2.4. Annotate copy 3 of AF Form 2005 SUSPENSE COPY. Forward copy 3 of AF Form 2005 to Document Control for preparation of the DSD, if necessary.

13E4.1.3. Receiving.

13E4.1.3.1. Receive the unserviceable TIN assets from the customer.

13E4.1.3.2. Establish a suspense file for the non-EAID equipment turn-ins (AF Form 2005) received from EMS.

13E4.1.3.3. Screen the suspense file daily to make sure the customer brings Receiving the property within 3 work days. If the customer does not, contact the EMS for followup.

13E4.1.3.4. Make sure a condition tag is attached when you receive the property from the customer.

13E4.1.3.5. Sign copy 4 of AF Form 2005 and give it to the customer.

13E4.1.3.6. Process TIN.

13E4.1.3.7. Sign copy 1 of AF Form 2005 TIN, and forward it to Document Control to clear the DSD.

13E4.2. Action Taken if TIN is not Serviceable and the Pickup and Delivery will Deliver the Assets.

13E4.2.1. Customer.

13E4.2.1.1. Call in item(s) to be turned in.

13E4.2.1.2. Provide the EMS with the following: national stock number, quantity, organization/ shop code, condition code (customer's option), name, and phone number.

13E4.2.2. Equipment Management.

13E4.2.2.1. Prepare AF Form 2005 for TIN in four copies (see **Attachment 13E-1**).

13E4.2.2.2. Tell the customer Pickup and Delivery will pick up the property.

13E4.2.2.3. Enter the serial number portion of the document number on AF Form 2005 TIN.

13E4.2.2.4. Annotate copy 2 of AF Form 2005 SUSPENSE COPY. Forward it to Document Control for preparation of a DSD.

13E4.2.2.5. Forward copies 1, 3, and 4 of AF Form 2005 TIN to Pickup and Delivery.

13E4.2.3. Pickup and Delivery.

13E4.2.3.1. Receive AF Form 2005 TIN from EMS.

13E4.2.3.2. Pick up the property.

13E4.2.3.3. Sign copy 4 of AF Form 2005 and leave it with the customer.

13E4.2.3.4. Deliver the property and TIN (two copies) to Receiving for turn-in action.

13E4.2.4. Receiving.

13E4.2.4.1. Receive TIN from Pickup and Delivery.

13E4.2.4.2. Process TIN.

13E4.2.4.3. Sign copy 1 of AF form 2005 TIN and forward to Document Control to clear DSD.

13E4.3. Action Taken if TIN is Serviceable and There is an Activity Code P Due-Out and Budget Code 9.

13E4.3.1. Customer.

13E4.3.1.1. Call in item(s) to be turned in.

13E4.3.1.2. Provide the EMS with the following: national stock number, quantity, organization/ shop code, condition code (customer's option), name, and phone number.

13E4.3.2. Equipment Management.

13E4.3.2.1. Prepare TIN on AF Form 2005 (four copies). Leave the serial number portion of the document number blank.

13E4.3.2.2. Process a stock number inquiry with type retrieval code O. If there is an activity code P due-out and budget code of 9, follow the procedures in this paragraph. If there is no activity code P due-out, follow the procedures in this attachment.

13E4.3.2.3. Select the due-out from the inquiry that has the highest UJC. If the UJC is the same for more than one due-out, select the oldest due-out.

13E4.3.2.4. Ask the organization if the item being turned in is acceptable to the user.

13E4.3.2.5. If the item is acceptable, do the following:

13E4.3.2.5.1. Contact Stock Control to freeze and suspend processing of the affected FRCs. (See this attachment for action taken by Stock Control.)

13E4.3.2.5.2. Format and input the DOC for due-out selected. Mark the DOD NONPROCESSED ASSET FILL.

13E4.3.2.5.3. Enter the serial number portion of the document number on AF FORM 2005 TIN.

13E4.3.2.5.4. Fasten the DOC and AF Form 2005 TIN together and mark the AF FORM 2005 DO NOT INPUT.

13E4.3.2.5.5. Annotate copy 2 of AF Form 2005 SUSPENSE COPY. Forward copy 2 to Document Control when preparation of a DSD is required.

13E4.3.2.5.6. Forward the DOC and AF Form 2005 TIN (copies 1, 3, and 4) to Pickup and Delivery see this attachment for action taken by Pickup and Delivery).

13E4.3.2.5.7. Contact Stock Control to have the FRCs for selected due-outs destroyed and to release the freeze on processing of the FRCs for the affected stock number.

13E4.3.2.6. If the item is not acceptable, repeat the due-out process that is outlined in this attachment. If the item is not an acceptable substitute for any due-out, adjust the ISG; that is, place the item in its own local group as a bachelor item. Then complete the steps below. If the item is not acceptable for any due-out because of its serviceability rating, do the following:

13E4.3.2.6.1. Enter the serial number portion of the document number on AF Form 2005 TIN.

13E4.3.2.6.2. Annotate copy 2 of AF Form 2005 SUSPENSE COPY. Forward copy 2 to Document Control for preparation of a DSD.

13E4.3.2.6.3. Forward copies 1, 3, and 4 of AF Form 2005 to Pickup and Delivery.

13E4.3.3. Pickup and Delivery.

13E4.3.3.1. If the item was acceptable, Pickup and Delivery personnel will receive a DOC (DD Form 1348-1A) and TIN (AF Form 2005) from EMS. Then they will do the following:

13E4.3.3.1.1. Pick up the asset from the turn-in customer.

13E4.3.3.1.2. Sign copy 4 of AF Form 2005 and leave it with the customer.

13E4.3.3.1.3. Deliver the asset to the customer indicated on the DOC (organization/shop). Leave the DOC with the customer.

13E4.3.3.1.4. Sign copy 1 of AF Form 2005 TIN and forward it to Document Control to clear the DSD.

13E4.3.3.2. If the item was unacceptable, Pickup and Delivery personnel will receive AF Form 2005 TIN from EME. Then they will do the following:

13E4.3.3.2.1. Pick up the asset.

13E4.3.3.2.2. Sign copy 4 of AF Form 2005 and leave it with the customer.

13E4.3.3.2.3. Deliver the asset and TIN (two copies) to Receiving for turn-in action. (See paragraph below for action taken by Receiving.)

13E4.3.4. Receiving.

13E4.3.4.1. Process the TIN after obtaining the TIN from Pickup and Delivery.

13E4.3.4.2. Sign copy 1 of AF Form 2005 TIN and forward it to Document Control to clear the DSD.

13E4.3.5. Stock Control.

13E4.3.5.1. Freeze processing of the FRCs for the affected stock number.

13E4.3.5.2. Stop processing the FRC for three days. If after three days EMS has not notified Requirements to begin reprocessing the FRC, contact the EMS to find out what action to take.

13E4.3.5.3. Destroy the affected FRC after EMS notifies Requirements. Remove the freeze and suspense on processing the FRCs for the affected stock number.

13E4.4. Action to Take if the TIN is Serviceable and there is No Action Code P Due-Out.

13E4.4.1. Customer.

13E4.4.1.1. Call in item(s) to be turned in.

13E4.4.1.2. Provide the EMS with the following: national stock number, quantity, organization/ shop code, condition code (customer's option), name, and phone number.

13E4.4.2. Equipment Management.

13E4.4.2.1. Prepare TIN on AF Form 2005 (four copies). Leave the serial number portion of the document number blank.

13E4.4.2.2. Process a stock number inquiry with type retrieval code O. If there is no activity code P due-out, follow the procedures below. If there is an activity code P due-out and budget code of 9 follow the procedures in this attachment.

13E4.4.2.3. Enter the serial number portion of the document number on AF Form 2005 TIN.

13E4.4.2.4. Annotate copy 2 of AFAF Form 2005 SUSPENSE COPY. Forward copy 2 to Document Control for preparation of a DSD.

13E4.4.2.5. Forward copies 1, 3, and 4 of AF Form 2005 to Pickup and Delivery.

13E4.4.3. Pickup and Delivery.

13E4.4.3.1. Receive AF Form 2005 TIN from EMS.

13E4.4.3.2. Pick up the asset.

13E4.4.3.3. Sign copy 4 of AF Form 2005 and leave it with the customer.

13E4.4.3.4. Deliver the asset and TIN (two copies) to Receiving for turn-in action.

13E4.4.4. Receiving.

13E4.4.4.1. Obtain the TIN from Pickup and Delivery.

13E4.4.4.2. Process the TIN.

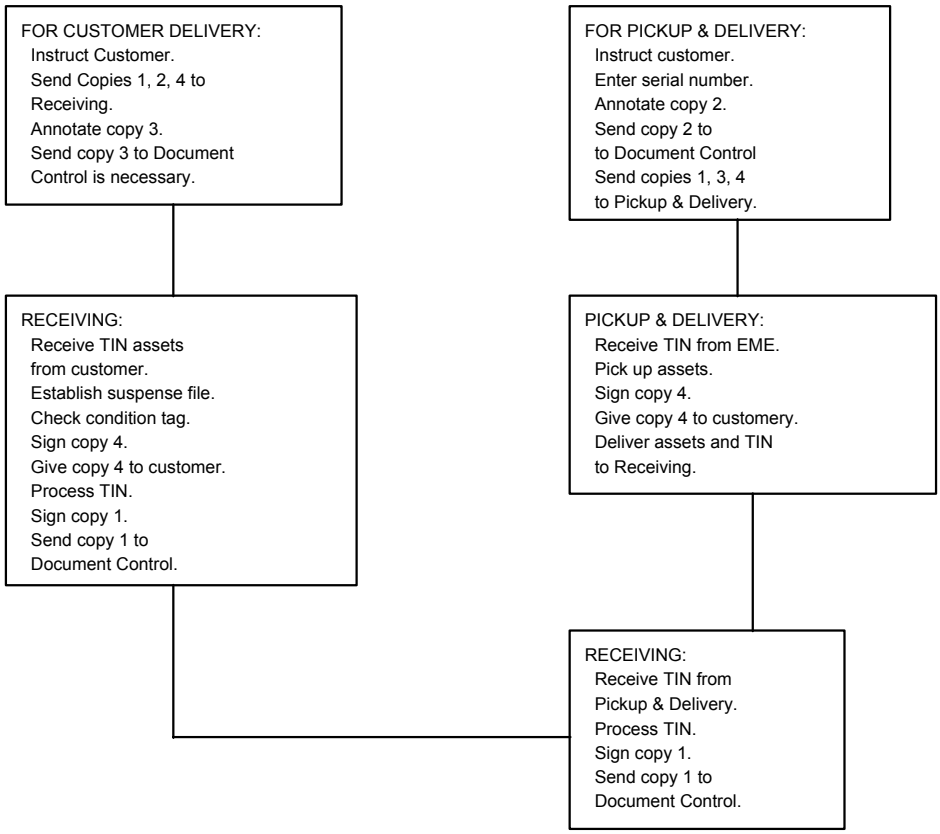
13E4.4.4.3. Sign copy 1 of AF Form 2005 TIN and forward it to Document Control to clear the DSD.

13E4.5. Flowchart for Unserviceable TIN.

13E4.5.1. Customer: Provide information to EMS.

13E4.5.2. Equipment Management: Decide if TIN is serviceable or unserviceable. If TIN is not serviceable, prepare AF Form 2005.

Figure 13E4.1. Equipment Management.



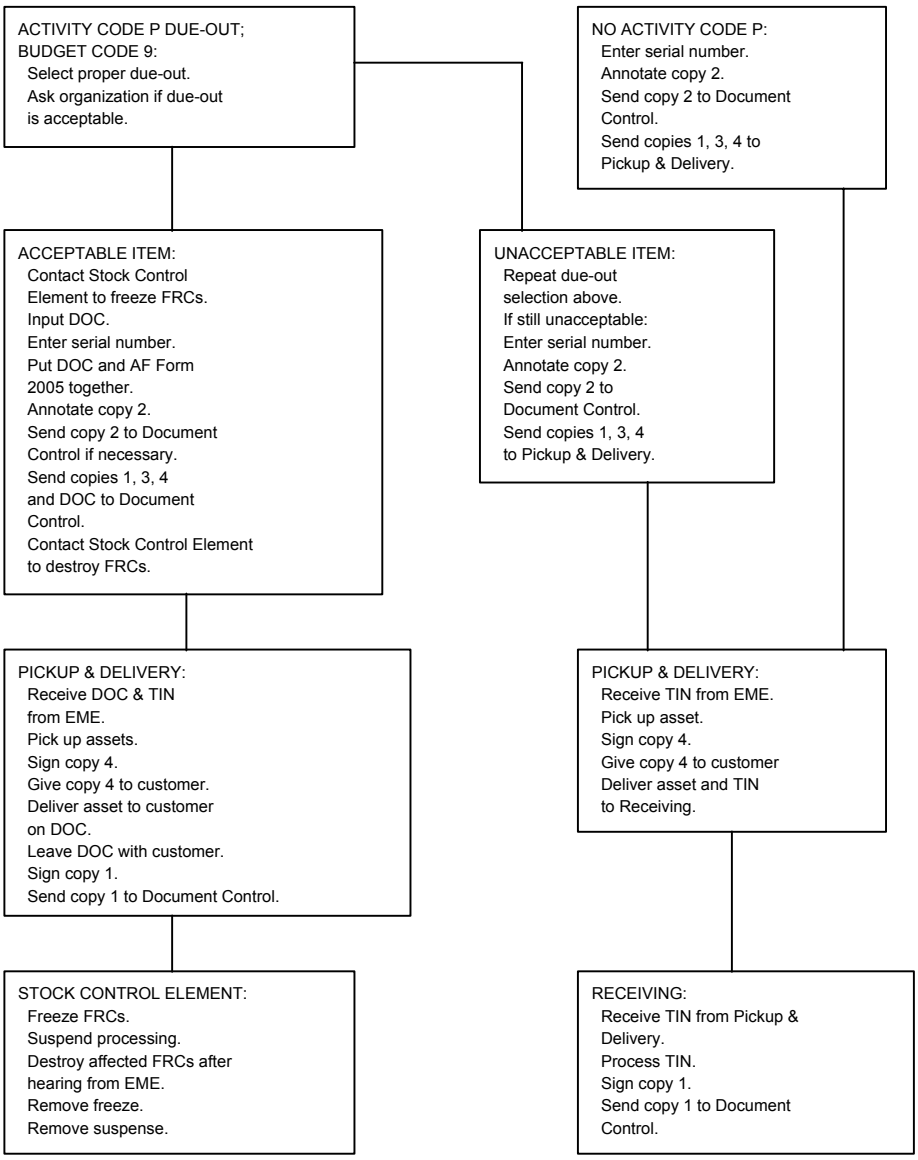
13E4.6. Flowchart for Serviceable TIN.

13E4.6.1. Customer: Provide information to EMS.

13E4.6.2. Equipment Management: Decide if TIN is serviceable or unserviceable.

13E4.6.3. If TIN is serviceable, 1) prepare AF Form 2005, 2) leave serial number blank, and 3) process stock number.

Figure 13E4.2. Equipment Management.


ACTIVITY CODE P DUE-OUT;
BUDGET CODE 9:
Select proper due-out.
Ask organization if due-out is acceptable.
NO ACTIVITY CODE P:
Enter serial number.
Annotate copy 2.
Send copy 2 to Document Control.
Send copies 1, 3, 4 to Pickup & Delivery.
ACCEPTABLE ITEM:
Contact Stock Control Element to freeze FRCs.
Input DOC.
Enter serial number.
Put DOC and AF Form 2005 together.
Annotate copy 2.
Send copy 2 to Document Control if necessary.
Send copies 1, 3, 4 and DOC to Document Control.
Contact Stock Control Element to destroy FRCs.
UNACCEPTABLE ITEM:
Repeat due-out selection above.
If still unacceptable:
Enter serial number.
Annotate copy 2.
Send copy 2 to Document Control.
Send copies 1, 3, 4 to Pickup & Delivery.
PICKUP & DELIVERY:
Receive DOC & TIN from EME.
Pick up assets.
Sign copy 4.
Give copy 4 to customer.
Deliver asset to customer on DOC.
Leave DOC with customer.
Sign copy 1.
Send copy 1 to Document Control.
PICKUP & DELIVERY:
Receive TIN from EME.
Pick up asset.
Sign copy 4.
Give copy 4 to customer
Deliver asset and TIN to Receiving.
STOCK CONTROL ELEMENT:
Freeze FRCs.
Suspend processing.
Destroy affected FRCs after hearing from EME.
Remove freeze.
Remove suspense.
RECEIVING:
Receive TIN from Pickup & Delivery.
Process TIN.
Sign copy 1.
Send copy 1 to Document Control.